



FOOD SERVICE DIRECTOR/MANAGER HANDBOOK

CHILD AND ADULT NUTRITION SERVICES



CANS WEBPAGE: <https://doe.sd.gov/cans/index.aspx>

iCAN – Online application/claim system: <https://ican.sd.gov/ICAN/Splash.aspx>

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CANS Calendar

This list includes a timeline important CANS-related activities, events, and due dates for the typical school year in South Dakota. Exact dates may slightly fluctuate from year to year. Please note – This calendar may contain information for programs which your agency may not participate in.

Annual

- ❑ [Civil Rights training](#) for all staff involved with any Child Nutrition Program or Food Distribution (NSLP, SBP, SMP, CACFP, SFSP, SSO, FFVP, TEFAP, CSFP)
- ❑ Complete [Child and Adult Care Food Program \(CACFP\) training](#) for all staff that have duties in the CACFP.
- ❑ Complete SNP Professional Standard training requirements for school nutrition personnel. Don't forget your cooks, cashiers, determining official(s), meal count & claim staff, and support staff that impact food safety.
- ❑ School Nutrition Program (SNP) annual evaluation of your [Local Wellness Policy](#).
- ❑ Update your SNP [Food Safety SOP's \(HACCP\) plan](#).
- ❑ SNP complete the [Nonprogram Food Revenue tool](#) to ensure revenue from sales of nonprogram foods is sufficient to cover nonprogram food costs.

Every Month

- ❑ Check the [CANS Nutrition Bulletin](#) to stay up to date on upcoming trainings and program requirements!
- ❑ Check your [iMATCH system](#) for directly certified (for free meals) student matches-check daily or weekly for more student matches!
- ❑ [USDA Foods](#) (formerly commodities) orders available starting July for delivery September through May. Orders are placed through [iCAN](#).
- ❑ [TEFAP](#) USDA foods order blanks are emailed approximately 6 weeks prior to delivery, watch for monthly deadlines.
- ❑ [TEFAP](#) agencies submit bill of lading (if applicable) and inventory for current month's order.
- ❑ 10– Monthly [claims](#) for reimbursement due for each prior month of operation through [iCAN](#).
- ❑ 20 to 25 – State DOE processes reimbursement payments.

July

- ❑ USDA Foods [iCAN](#) ordering opens for September delivery.
- ❑ SNP [iCAN](#) application - due date for year-long (12-month) programs to receive timely reimbursement.
- ❑ TEFAP September food order, upcoming program year annual information/renewal forms
- ❑ SNA SD Annual State Conference

August

- ❑ [Child and Adult Care Food Program](#) (CACFP) open late August/early September in [iCAN](#).
- ❑ SNP [iCAN](#) application-last chance due date for traditional school year (9-month) programs to receive timely claim reimbursement.
- ❑ [iMATCH Training Webinar](#)
- ❑ TEFAP Audit Requirement due for program year

- Annual Financial Statements due

September

- SNP 30 operating day carry over reminder: update benefit issuance/eligibility roster with your 30th operating day of school. Change all students without a new application to paid status. That will be in October for some schools.
- AfterSchool Snack On-Site Monitoring-complete 1st monitoring review within the 1st 4-weeks of operation. Check CANS Memos for form.
- Child and Adult Care Food Program (CACFP) open late August/early September in iCAN.
- Fresh Fruit and Vegetable Program (FFVP) Webinar Training

October

- Verification of School Meal Applications: Count approved F&RP meal applications to determine pool to verify per CANS NSLP verification memo.
- iCAN applications due.
- National School Lunch Week (<https://schoolnutrition.org/>)
- SNP equipment grant application (if available) posted to CANS website.
- SNP look up total directly certified students in iMATCH system to report on Verification report.
 - Remember to include extended eligibility.
- SNP count students with F&RP eligibility to report on iCAN Verification 742 report.

November

- Equipment assistance grant applications (if available) due to CANS
- SNP verification of applications process must be complete and report due in iCAN by November 15
- SNP independent review of applications report (742A) due. Schools are notified individually by CANS if required.

December

- Enjoy your holiday break!!!

January

- SNP complete one on-site monitoring annual review of meal counting procedures before Feb 1 if your district/agency has more than 1 feeding site.
- Equipment assistance grants (if available) to qualifying SFAs announced.
- Agencies choosing to use a Food Service Management Company (FSMC) next school year contact CANS for policies, guidance, and prototype Requests for Proposal contract.
- USDA Foods school year survey for the upcoming year.

February

- Afterschool Snack On-Site Monitoring-complete second monitoring.
- CACFP training needs assessments emailed.
- Summer Food Service Program (SFSP) and SNP Seamless Summer Option sponsor information for summer available. Schedule posted for SFSP application packet opening in iCAN.
- SFSP and SNP SSO training registration deadline.

March

- ☐ [SFSP USDA Foods](#) (formerly commodities) orders due.
- ☐ [CACFP](#) spring workshops announced.
- ☐ [FFVP](#) request for application for new participants available.
- ☐ National School Breakfast Week (<https://schoolnutrition.org/>)
- ☐ Summer Food Service Program (SFSP) required administrative workshops for new sponsors
- ☐ [SNP SSO](#) training.
- ☐ Audit statements due now or 9 months from end of fiscal year.

April

- ☐ [SNP](#) application opens in [iCAN](#) for upcoming school year.
- ☐ SNP complete paid lunch equity (PLE) tool to set student paid lunch prices for upcoming school year.
- ☐ SNP report student enrollment by site and number of directly certified students by site for Community Eligibility Provision report due by end of April. You can report early through [iCAN](#).
- ☐ [FFVP](#) applications made available in iCAN.
- ☐ [SFSP](#) applications due in [iCAN](#). Check with CANS for specific due date.
- ☐ [SFSP](#) operational workshop

May

- ☐ [CACFP](#) training workshops held around the state.
- ☐ [SFSP](#) preapproval visits for new sponsors.
- ☐ [SNP SSO](#) sponsors complete required program [on-site monitoring](#).
- ☐ [SFSP](#) training of site staff and preoperational monitoring form (if applicable); complete and upload to [iCAN](#) prior to starting meal service.

June

- ☐ [FFVP](#) application approvals (between May and July); budgeting award provided.
- ☐ [SFSP](#) site monitoring completed as planned in approved agreement.
- ☐ [CACFP](#) training workshops held around the state.
- ☐ [SNP](#) applications due in [iCAN](#) for SSO/Extended School Year service.

Meal Patterns Cover

Breakfast/Lunch Meal Pattern:

Can be found here: <http://doe.sd.gov/cans/documents/dietarysp.pdf>

CACFP Meal Pattern for Preschoolers:

Can be found here:

<file:///C:/Users/depr12977c/Desktop/FSD%203%20CACFP%20MealPatternsforPreschoolers.pdf>

Short/Long Week Meal Patterns:

Can be found here: <https://doe.sd.gov/cans/documents/ShortLong.pdf>

Breakfast/Lunch Meal Pattern

Can be found here: <http://doe.sd.gov/cans/documents/dietarysp.pdf>

Final Rule Nutrition Standards in the National School Lunch and School Breakfast Programs – Jan. 2012

| | Breakfast Meal Pattern | | | Lunch Meal Pattern | | |
|---|--|-------------------------|--------------------------|--------------------|------------|-------------|
| | Grades K-5 ^a | Grades 6-8 ^a | Grades 9-12 ^a | Grades K-5 | Grades 6-8 | Grades 9-12 |
| Meal Pattern | Amount of Food ^b Per Week (Minimum Per Day) | | | | | |
| Fruits (cups) ^{c,d} | 5 (1) ^e | 5 (1) ^e | 5 (1) ^e | 2½ (½) | 2½ (½) | 5 (1) |
| Vegetables (cups) ^{c,d} | 0 | 0 | 0 | 3¼ (¾) | 3¼ (¾) | 5 (1) |
| Dark green ^f | 0 | 0 | 0 | ½ | ½ | ½ |
| Red/Orange ^f | 0 | 0 | 0 | ¼ | ¼ | 1¼ |
| Beans/Peas (Legumes) ^f | 0 | 0 | 0 | ½ | ½ | ½ |
| Starchy ^f | 0 | 0 | 0 | ½ | ½ | ½ |
| Other ^{f,g} | 0 | 0 | 0 | ½ | ½ | ¾ |
| Additional Veg to Reach Total ^h | 0 | 0 | 0 | 1 | 1 | 1½ |
| Grains (oz eq) ⁱ | 7-10 (1) ^j | 8-10 (1) ^j | 9-10 (1) ^j | 8-9 (1) | 8-10 (1) | 10-12 (2) |
| Meats/Meat Alternates (oz eq) | 0 ^k | 0 ^k | 0 ^k | 8-10 (1) | 9-10 (1) | 10-12 (2) |
| Fluid milk (cups) ^l | 5 (1) | 5 (1) | 5 (1) | 5 (1) | 5 (1) | 5 (1) |
| Other Specifications: Daily Amount Based on the Average for a 5-Day Week | | | | | | |
| Min-max calories (kcal) ^{m,n,o} | 350-500 | 400-550 | 450-600 | 550-650 | 600-700 | 750-850 |
| Saturated fat (% of total calories) ^{n,o} | < 10 | < 10 | < 10 | < 10 | < 10 | < 10 |
| Sodium (mg) ^{n,p} | ≤ 430 | ≤ 470 | ≤ 500 | ≤ 640 | ≤ 710 | ≤ 740 |
| Trans fat ^{n,o} | Nutrition label or manufacturer specifications must indicate zero grams of <u>trans</u> fat per serving. | | | | | |

^aIn the SBP, the above age-grade groups are required beginning July 1, 2013 (SY 2013-14). In SY 2012-2013 only, schools may continue to use the meal pattern for grades K-12 (see § 220.23).

^bFood items included in each food group and subgroup and amount equivalents. Minimum creditable serving is ¼ cup.

^cOne quarter-cup of dried fruit counts as ½ cup of fruit; 1 cup of leafy greens counts as ½ cup of vegetables. No more than half of the fruit or vegetable offerings may be in the form of juice. All juice must be 100% full-strength.

^dFor breakfast, vegetables may be substituted for fruits, but the first two cups per week of any such substitution must be from the dark green, red/orange, beans and peas (legumes) or "Other vegetables" subgroups as defined in §210.10(c)(2)(iii).

^eThe fruit quantity requirement for the SBP (5 cups/week and a minimum of 1 cup/day) is effective July 1, 2014 (SY 2014-2015).

**CHILD MEAL PATTERN**

| Breakfast (Select all three components for a reimbursable meal) | | | | |
|---|-----------------|-----------------|------------------|--|
| Food Components and Food Items¹ | Ages 1-2 | Ages 3-5 | Ages 6-12 | Ages 13-18² (at-risk afterschool programs and emergency shelters) |
| Fluid Milk³ | 4 fluid ounces | 6 fluid ounces | 8 fluid ounces | 8 fluid ounces |
| Vegetables, fruits, or portions of both⁴ | ¼ cup | ½ cup | ½ cup | ½ cup |
| Grains (oz eq)^{5,6,7} | | | | |
| Whole grain-rich or enriched bread | ½ slice | ½ slice | 1 slice | 1 slice |
| Whole grain-rich or enriched bread product, such as biscuit, roll or muffin | ½ serving | ½ serving | 1 serving | 1 serving |
| Whole grain-rich, enriched or fortified cooked breakfast cereal ⁸ , cereal grain, and/or pasta | ¼ cup | ¼ cup | ½ cup | ½ cup |
| Whole grain-rich, enriched or fortified ready-to-eat breakfast cereal (dry, cold) ^{8,9} | | | | |
| Flakes or rounds | ½ cup | ½ cup | 1 cup | 1 cup |
| Puffed cereal | ¾ cup | ¾ cup | 1 ¼ cup | 1 ¼ cup |
| Granola | ⅛ cup | ⅛ cup | ¼ cup | ¼ cup |

¹ Must serve all three components for a reimbursable meal. Offer versus serve is an option for at-risk afterschool participants.

² Larger portion sizes than specified may need to be served to children 13 through 18 years old to meet their nutritional needs.

³ Must be unflavored whole milk for children age one. Must be unflavored low-fat (1 percent) or unflavored fat-free (skim) milk for children two through five years old. Must be unflavored low-fat (1 percent), unflavored fat-free (skim), or flavored fat-free (skim) milk for children six years old and older.

⁴ Pasteurized full-strength juice may only be used to meet the vegetable or fruit requirement at one meal, including snack, per day.

⁵ At least one serving per day, across all eating occasions, must be whole grain-rich. Grain-based desserts do not count towards meeting the grains requirement.

⁶ Meat and meat alternates may be used to meet the entire grains requirement a maximum of three times a week. One ounce of meat and meat alternates is equal to one ounce equivalent of grains.

⁷ Beginning October 1, 2019, ounce equivalents are used to determine the quantity of creditable grains.

⁸ Breakfast cereals must contain no more than 6 grams of sugar per dry ounce (no more than 21.2 grams sucrose and other sugars per 100 grams of dry cereal).

⁹ Beginning October 1, 2019, the minimum serving size specified in this section for ready-to-eat breakfast cereals must be served. Until October 1, 2019, the minimum serving size for any type of ready-to-eat breakfast cereals is ¼ cup for children ages 1-2; 1/3 cup for children ages 3-5; and ¾ cup for children ages 6-12.

CHILD MEAL PATTERN

| Lunch and Supper (Select all five components for a reimbursable meal) | | | | |
|--|-------------------|-------------------|-------------------|--|
| Food Components and Food Items ¹ | Ages 1-2 | Ages 3-5 | Ages 6-12 | Ages 13-18 ² (at-risk afterschool programs and emergency shelters) |
| Fluid Milk ³ | 4 fluid ounces | 6 fluid ounces | 8 fluid ounces | 8 fluid ounces |
| Meat/meat alternates | | | | |
| Lean meat, poultry, or fish | 1 ounce | 1 ½ ounce | 2 ounces | 2 ounces |
| Tofu, soy product, or alternate protein products ⁴ | 1 ounce | 1 ½ ounce | 2 ounces | 2 ounces |
| Cheese | 1 ounce | 1 ½ ounce | 2 ounces | 2 ounces |
| Large egg | ½ | ¾ | 1 | 1 |
| Cooked dry beans or peas | ¼ cup | ⅜ cup | ½ cup | ½ cup |
| Peanut butter or soy nut butter or other nut or seed butters | 2 tbsp | 3 tbsp | 4 tbsp | 4 tbsp |
| Yogurt, plain or flavored unsweetened or sweetened ⁵ | 4 ounces or ½ cup | 6 ounces or ¾ cup | 8 ounces or 1 cup | 8 ounces or 1 cup |
| The following may be used to meet no more than 50% of the requirement: Peanuts, soy nuts, tree nuts, or seeds, as listed in program guidance, or an equivalent quantity of any combination of the above meat/meat alternates (1 ounces of nuts/seeds = 1 ounce of cooked lean meat, poultry, or fish) | ½ ounce = 50% | ¾ ounce = 50% | 1 ounce = 50% | 1 ounce = 50% |
| Vegetables ⁶ | ⅛ cup | ¼ cup | ½ cup | ½ cup |
| Fruits ^{6,7} | ⅛ cup | ¼ cup | ¼ cup | ¼ cup |
| Grains (oz eq) ^{8,9} | | | | |
| Whole grain-rich or enriched bread | ½ slice | ½ slice | 1 slice | 1 slice |
| Whole grain-rich or enriched bread product, such as biscuit, roll or muffin | ½ serving | ½ serving | 1 serving | 1 serving |
| Whole grain-rich, enriched or fortified cooked breakfast cereal ¹⁰ , cereal grain, and/or pasta | ¼ cup | ¼ cup | ½ cup | ½ cup |

¹ Must serve all five components for a reimbursable meal. Offer versus serve is an option for at-risk afterschool participants.

² Larger portion sizes than specified may need to be served to children 13 through 18 years old to meet their nutritional needs.

³ Must be unflavored whole milk for children age one. Must be unflavored low-fat (1 percent) or unflavored fat-free (skim) milk for children two through five years old. Must be unflavored low-fat (1 percent), unflavored fat-free (skim), or flavored fat-free (skim) milk for children six years old and older.

⁴ Alternate protein products must meet the requirements in Appendix A to Part 226.

⁵ Yogurt must contain no more than 23 grams of total sugars per 6 ounces.

⁶ Pasteurized full-strength juice may only be used to meet the vegetable or fruit requirement at one meal, including snack, per day.

⁷ A vegetable may be used to meet the entire fruit requirement. When two vegetables are served at lunch or supper, two different kinds of vegetables must be served.

⁸ At least one serving per day, across all eating occasions, must be whole grain-rich. Grain-based desserts do not count towards the grains requirement.

⁹ Beginning October 1, 2019, ounce equivalents are used to determine the quantity of the creditable grain.

¹⁰ Breakfast cereals must contain no more than 6 grams of sugar per dry ounce (no more than 21.2 grams sucrose and other sugars per 100 grams of dry cereal).

CHILD MEAL PATTERN

| Snack (Select two of the five components for a reimbursable snack) | | | | |
|---|-------------------|-------------------|-------------------|--|
| Food Components and Food Items ¹ | Ages 1-2 | Ages 3-5 | Ages 6-12 | Ages 13-18 ² (at-risk afterschool programs and emergency shelters) |
| Fluid Milk³ | 4 fluid ounces | 4 fluid ounces | 8 fluid ounces | 8 fluid ounces |
| Meat/meat alternates | | | | |
| Lean meat, poultry, or fish | ½ ounce | ½ ounce | 1 ounce | 1 ounce |
| Tofu, soy product, or alternate protein products ⁴ | ½ ounce | ½ ounce | 1 ounce | 1 ounce |
| Cheese | ½ ounce | ½ ounce | 1 ounce | 1 ounce |
| Large egg | ½ | ½ | ½ | ½ |
| Cooked dry beans or peas | ⅛ cup | ⅛ cup | ¼ cup | ¼ cup |
| Peanut butter or soy nut butter or other nut or seed butters | 1 tbsp | 1 tbsp | 2 tbsp | 2 tbsp |
| Yogurt, plain or flavored unsweetened or sweetened ⁵ | 2 ounces or ¼ cup | 2 ounces or ¼ cup | 4 ounces or ½ cup | 4 ounces or ½ cup |
| Peanuts, soy nuts, tree nuts, or seeds | ½ ounce | ½ ounce | 1 ounce | 1 ounce |
| Vegetables⁶ | ½ cup | ½ cup | ¾ cup | ¾ cup |
| Fruits⁶ | ½ cup | ½ cup | ¾ cup | ¾ cup |
| Grains (oz eq)^{7,8} | | | | |
| Whole grain-rich or enriched bread | ½ slice | ½ slice | 1 slice | 1 slice |
| Whole grain-rich or enriched bread product, such as biscuit, roll or muffin | ½ serving | ½ serving | 1 serving | 1 serving |
| Whole grain-rich, enriched or fortified cooked breakfast cereal ⁹ , cereal grain, and/or pasta | ¼ cup | ¼ cup | ½ cup | ½ cup |
| Whole grain-rich, enriched or fortified ready-to-eat breakfast cereal (dry, cold) ^{9,10} | | | | |
| Flakes or rounds | ½ cup | ½ cup | 1 cup | 1 cup |
| Puffed cereal | ¾ cup | ¾ cup | 1 ¼ cup | 1 ¼ cup |
| Granola | ⅛ cup | ⅛ cup | ¼ cup | ¼ cup |

¹ Select two of the five components for a reimbursable snack. Only one of the two components may be a beverage.

² Larger portion sizes than specified may need to be served to children 13 through 18 years old to meet their nutritional needs.

³ Must be unflavored whole milk for children age one. Must be unflavored low-fat (1 percent) or unflavored fat-free (skim) milk for children two through five years old. Must be unflavored low-fat (1 percent), unflavored fat-free (skim), or flavored fat-free (skim) milk for children six years old and older.

⁴ Alternate protein products must meet the requirements in Appendix A to Part 226.

⁵ Yogurt must contain no more than 23 grams of total sugars per 6 ounces.

⁶ Pasteurized full-strength juice may only be used to meet the vegetable or fruit requirement at one meal, including snack, per day.

⁷ At least one serving per day, across all eating occasions, must be whole grain-rich. Grain-based desserts do not count towards meeting the grains requirement.

⁸ Beginning October 1, 2019, ounce equivalents are used to determine the quantity of creditable grains.

⁹ Breakfast cereals must contain no more than 6 grams of sugar per dry ounce (no more than 21.2 grams sucrose and other sugars per 100 grams of dry cereal).

¹⁰ Beginning October 1, 2019, the minimum serving sizes specified in this section for ready-to-eat breakfast cereals must be served. Until October 1, 2019, the minimum serving size for any type of ready-to-eat breakfast cereals is $\frac{1}{4}$ cup for children ages 1-2; $\frac{1}{3}$ cup for children ages 3-5; and $\frac{3}{4}$ cup for children ages 6-12.

CACFP Meal Pattern For Preschoolers

Can be found here:

<file:///C:/Users/depr12977c/Desktop/FSD%203/3B%20CACFP%20MealPatternsforPreschoolers.pdf>



United States Department of Agriculture

CHILD MEAL PATTERN

| Breakfast (Select all three components for a reimbursable meal) | | | | |
|---|----------------|----------------|----------------|--|
| Food Components and Food Items ¹ | Ages 1-2 | Ages 3-5 | Ages 6-12 | Ages 13-18 ² (at-risk afterschool programs and emergency shelters) |
| Fluid Milk ³ | 4 fluid ounces | 6 fluid ounces | 8 fluid ounces | 8 fluid ounces |
| Vegetables, fruits, or portions of both ⁴ | ¼ cup | ½ cup | ½ cup | ½ cup |
| Grains (oz eq) ^{5,6,7} | | | | |
| Whole grain-rich or enriched bread | ½ slice | ½ slice | 1 slice | 1 slice |
| Whole grain-rich or enriched bread product, such as biscuit, roll or muffin | ½ serving | ½ serving | 1 serving | 1 serving |
| Whole grain-rich, enriched or fortified cooked breakfast cereal ⁸ , cereal grain, and/or pasta | ¼ cup | ¼ cup | ½ cup | ½ cup |
| Whole grain-rich, enriched or fortified ready-to-eat breakfast cereal (dry, cold) ^{8,9} | | | | |
| Flakes or rounds | ½ cup | ½ cup | 1 cup | 1 cup |
| Puffed cereal | ¾ cup | ¾ cup | 1 ¼ cup | 1 ¼ cup |
| Granola | ⅞ cup | ⅞ cup | ¾ cup | ¾ cup |

¹ Must serve all three components for a reimbursable meal. Offer versus serve is an option for at-risk afterschool participants.

² Larger portion sizes than specified may need to be served to children 13 through 18 years old to meet their nutritional needs.

³ Must be unflavored whole milk for children age one. Must be unflavored low-fat (1 percent) or unflavored fat-free (skim) milk for children two through five years old. Must be unflavored low-fat (1 percent), unflavored fat-free (skim), or flavored fat-free (skim) milk for children six years old and older.

Short/Long Week Meal Patterns

Can be found here: <https://doe.sd.gov/cans/documents/ShortLong.pdf>

Short and Long Week Calculations (rounded to nearest 0.5 oz eq and 0.25 cup)

Final meal pattern requirements from memo SP10-2012

*Applies to schools who regularly operate on a shorter or longer weekly cycle

*Since the dietary specifications are based on a average daily amounts, these are unaffected by varying week lengths (average over length of week, whether consisting of 3 to 7 days)

**Due to size of weekly vegetable subgroup requirements, the 20% adjustment is not practical. Therefore, adjustments are primarily made to the "Additional Vegetable" category only- which in turn allows increased or decreased offering amounts of any of the subgroups to meet this requirement.

Three Day School Week Meal Component Adjustments

| 3-day School Week- Breakfast | Grades K-8 | Grades K-5 | Grades 6-8 | Grades 9-12 | Grades K-12 |
|---------------------------------|----------------|----------------|----------------|----------------|----------------|
| | Weekly (daily) | Weekly (daily) | Weekly (daily) | Weekly (daily) | Weekly (daily) |
| Fruits (cups) | 3 (1) | 3 (1) | 3 (1) | 3 (1) | 3 (1) |
| Grains (oz eq) | 5-6 (1) | 4-6 (1) | 5-6 (1) | 5.5-6 (1) | 5.5-6 (1) |
| Fluid Milk (cups) | 3 (1) | 3 (1) | 3 (1) | 3 (1) | 3 (1) |
| Min-max Calories, daily avg | 400-500 | 350-500 | 400-550 | 450-600 | 450-500 |

| 3-day School Week- Lunch | Grades K-8 | Grades K-5 | Grades 6-8 | Grades 9-12 |
|----------------------------------|----------------|----------------|----------------|----------------|
| | Weekly (daily) | Weekly (daily) | Weekly (daily) | Weekly (daily) |
| Fruits (cups) | 1.5 (0.5) | 1.5 (0.5) | 1.5 (0.5) | 3 (1) |
| Vegetables (cups) | 2.25 (0.75) | 2.25 (0.75) | 2.25 (0.75) | 3 (1) |
| Dark Green | 0.5 | 0.5 | 0.5 | 0.5 |
| Red/Orange | 0.5 | 0.5 | 0.5 | 1 |
| Beans/Peas (Legumes) | 0.5 | 0.5 | 0.5 | 0.5 |
| Starchy | 0.5 | 0.5 | 0.5 | 0.5 |
| Other | 0.25 | 0.25 | 0.25 | 0.5 |
| Additional Veg to Reach Total | 0 | 0 | 0 | 0 |
| Grains (oz eq) | 5- 5.5 (1) | 5- 5.5 (1) | 5-6 (1) | 6-7 (2) |
| Meats/Meat Alts (oz eq) | 5.5-6 (1) | 5-6 (1) | 5.5-6 (1) | 6-7 (2) |
| Fluid Milk (cups) | 3 (1) | 3 (1) | 3 (1) | 3 (1) |
| Min-max Calories, daily avg | 600-650 | 550-650 | 600-700 | 750-850 |

Short and Long Week Calculations (rounded to nearest 0.5 oz eq and 0.25 cup)

Final meal pattern requirements from memo SP10-2012

*Applies to schools who regularly operate on a shorter or longer weekly cycle

*Since the dietary specifications are based on an average daily amount, these are unaffected by varying week lengths (average over length of week, whether consisting of 3 to 7 days)

**Due to size of weekly vegetable subgroup requirements, the 20% adjustment is not practical. Therefore, adjustments are primarily made to the "Additional Vegetable" category only- which in turn allows increased or decreased offering amounts of any of the subgroups to meet this requirement.

Three Day School Week Meal Component Adjustments

| 3-day School Week- Breakfast | Grades K-8 | Grades K-5 | Grades 6-8 | Grades 9-12 | Grades K-12 |
|---------------------------------|----------------|----------------|----------------|----------------|----------------|
| | Weekly (daily) | Weekly (daily) | Weekly (daily) | Weekly (daily) | Weekly (daily) |
| Fruits (cups) | 3 (1) | 3 (1) | 3 (1) | 3 (1) | 3 (1) |
| Grains (oz eq) | 5-6 (1) | 4-6 (1) | 5-6 (1) | 5.5-6 (1) | 5.5-6 (1) |
| Fluid Milk (cups) | 3 (1) | 3 (1) | 3 (1) | 3 (1) | 3 (1) |
| Min-max Calories, daily avg | 400-500 | 350-500 | 400-550 | 450-600 | 450-500 |

| 3-day School Week- Lunch | Grades K-8 | Grades K-5 | Grades 6-8 | Grades 9-12 |
|----------------------------------|----------------|----------------|----------------|----------------|
| | Weekly (daily) | Weekly (daily) | Weekly (daily) | Weekly (daily) |
| Fruits (cups) | 1.5 (0.5) | 1.5 (0.5) | 1.5 (0.5) | 3 (1) |
| Vegetables (cups) | 2.25 (0.75) | 2.25 (0.75) | 2.25 (0.75) | 3 (1) |
| Dark Green | 0.5 | 0.5 | 0.5 | 0.5 |
| Red/Orange | 0.5 | 0.5 | 0.5 | 1 |
| Beans/Peas (Legumes) | 0.5 | 0.5 | 0.5 | 0.5 |
| Starchy | 0.5 | 0.5 | 0.5 | 0.5 |
| Other | 0.25 | 0.25 | 0.25 | 0.5 |
| Additional Veg to Reach Total | 0 | 0 | 0 | 0 |
| Grains (oz eq) | 5- 5.5 (1) | 5- 5.5 (1) | 5-6 (1) | 6-7 (2) |
| Meats/Meat Alts (oz eq) | 5.5-6 (1) | 5-6 (1) | 5.5-6 (1) | 6-7 (2) |
| Fluid Milk (cups) | 3 (1) | 3 (1) | 3 (1) | 3 (1) |
| Min-max Calories, daily avg | 600-650 | 550-650 | 600-700 | 750-850 |

Four Day School Week Meal Component Adjustments

| 4-day School Week- Breakfast | Grades K-8 | Grades K-5 | Grades 6-8 | Grades 9-12 | Grades K-12 |
|---------------------------------|----------------|----------------|----------------|----------------|----------------|
| | Weekly (daily) | Weekly (daily) | Weekly (daily) | Weekly (daily) | Weekly (daily) |
| Fruits (cups) | 4 (1) | 4 (1) | 4 (1) | 4 (1) | 4 (1) |
| Grains (oz eq) | 6.5-8 (1) | 5.5-8 (1) | 6.5-8 (1) | 7-8 (1) | 7-8 (1) |
| Fluid Milk (cups) | 4 (1) | 4 (1) | 4 (1) | 4 (1) | 4 (1) |
| Min-max Calories, daily avg | 400-500 | 350-500 | 400-550 | 450-600 | 450-500 |

| 4-day School Week- Lunch | Grades K-8 | Grades K-5 | Grades 6-8 | Grades 9-12 |
|-------------------------------------|----------------|----------------|----------------|----------------|
| | Weekly (daily) | Weekly (daily) | Weekly (daily) | Weekly (daily) |
| Fruits (cups) | 2 (0.5) | 2 (0.5) | 2 (0.5) | 4 (1) |
| Vegetables (cups) | 3 (0.75) | 3 (0.75) | 3 (0.75) | 4 (1) |
| Dark Green | 0.5 | 0.5 | 0.5 | 0.5 |
| Red/Orange | 0.75 | 0.75 | 0.75 | 1.25 |
| Beans/Peas (Legumes) | 0.5 | 0.5 | 0.5 | 0.5 |
| Starchy | 0.5 | 0.5 | 0.5 | 0.5 |
| Other | 0.5 | 0.5 | 0.5 | 0.75 |
| Additional Veg to Reach Total | 0.25 | 0.25 | 0.25 | 0.5 |
| Grains (oz eq) | 6.5-7 (1) | 6.5-7 (1) | 6.5-8 (1) | 8-9.5 (2) |
| Meats/Meat Alts (oz eq) | 7-8 (1) | 6.5-8 (1) | 7-8 (1) | 8-9.5 (2) |
| Fluid Milk (cups) | 4 (1) | 4 (1) | 4 (1) | 4 (1) |
| Min-max Calories, daily avg | 600-650 | 550-650 | 600-700 | 750-850 |

Five Day School Week Meal Component Adjustments

| 5-day School Week- Breakfast | Grades K-8 | Grades K-5 | Grades 6-8 | Grades 9-12 | Grades K-12 |
|---|----------------|----------------|----------------|----------------|----------------|
| | Weekly (daily) | Weekly (daily) | Weekly (daily) | Weekly (daily) | Weekly (daily) |
| Fruits (cups) | 5 (1) | 5 (1) | 5 (1) | 5 (1) | 5 (1) |
| Grains (oz eq) | 8-10 (1) | 7-10 (1) | 8-10 (1) | 9-10 (1) | 9-10 (1) |
| Fluid Milk (cups) | 5 (1) | 5 (1) | 5 (1) | 5 (1) | 5 (1) |
| Min-max Calories, daily avg | 400-500 | 350-500 | 400-550 | 450-600 | 450-500 |

| 5-day School Week- Lunch | Grades K-8 | Grades K-5 | Grades 6-8 | Grades 9-12 |
|-------------------------------------|----------------|----------------|----------------|----------------|
| | Weekly (daily) | Weekly (daily) | Weekly (daily) | Weekly (daily) |
| Fruits (cups) | 2.5 (0.5) | 2.5 (0.5) | 2.5 (0.5) | 5 (1) |
| Vegetables (cups) | 3.75 (0.75) | 3.75 (0.75) | 3.75 (0.75) | 5 (1) |
| Dark Green | 0.5 | 0.5 | 0.5 | 0.5 |
| Red/Orange | 0.75 | 0.75 | 0.75 | 1.25 |
| Beans/Peas (Legumes) | 0.5 | 0.5 | 0.5 | 0.5 |
| Starchy | 0.5 | 0.5 | 0.5 | 0.5 |
| Other | 0.5 | 0.5 | 0.5 | 0.75 |
| Additional Veg to Reach Total | 1 | 1 | 1 | 1.5 |
| Grains (oz eq) | 8-9 (1) | 8-9 (1) | 8-10 (1) | 10-12 (2) |
| Meats/Meat Alts (oz eq) | 9-10 (1) | 8-10 (1) | 9-10 (1) | 10-12 (2) |
| Fluid Milk (cups) | 5 (1) | 5 (1) | 5 (1) | 5 (1) |
| Min-max Calories, daily avg | 600-650 | 550-650 | 600-700 | 750-850 |

Six Day School Week Meal Component Adjustments

| 6-day School Week- Breakfast | Grades K-8 | Grades K-5 | Grades 6-8 | Grades 9-12 | Grades K-12 |
|---|----------------|----------------|----------------|----------------|----------------|
| | Weekly (daily) | Weekly (daily) | Weekly (daily) | Weekly (daily) | Weekly (daily) |
| Fruits (cups) | 6 (1) | 6 (1) | 6 (1) | 6 (1) | 6 (1) |
| Grains (oz eq) | 9.5-12 (1) | 8.5-12 (1) | 9.5-12 (1) | 11-12 (1) | 11-12 (1) |
| Fluid Milk (cups) | 6 (1) | 6 (1) | 6 (1) | 6 (1) | 6 (1) |
| Min-max Calories, daily avg | 400-500 | 350-500 | 400-550 | 450-600 | 450-500 |

| 6-day School Week- Lunch | Grades K-8 | Grades K-5 | Grades 6-8 | Grades 9-12 |
|-------------------------------------|----------------|----------------|----------------|----------------|
| | Weekly (daily) | Weekly (daily) | Weekly (daily) | Weekly (daily) |
| Fruits (cups) | 3 (0.5) | 3 (0.5) | 3 (0.5) | 6 (1) |
| Vegetables (cups) | 4.5 (0.75) | 4.5 (0.75) | 4.5 (0.75) | 6 (1) |
| Dark Green | 0.5 | 0.5 | 0.5 | 0.5 |
| Red/Orange | 0.75 | 0.75 | 0.75 | 1.25 |
| Beans/Peas (Legumes) | 0.5 | 0.5 | 0.5 | 0.5 |
| Starchy | 0.5 | 0.5 | 0.5 | 0.5 |
| Other | 0.5 | 0.5 | 0.5 | 0.75 |
| Additional Veg to Reach Total | 1.75 | 1.75 | 1.75 | 2.5 |
| Grains (oz eq) | 9.5-11 (1) | 9.5-11 (1) | 9.5-12 (1) | 12-14.5 (2) |
| Meats/Meat Alts (oz eq) | 11-12 (1) | 9.5-12 (1) | 11-12 (1) | 12-14.5 (2) |
| Fluid Milk (cups) | 6 (1) | 6 (1) | 6 (1) | 6 (1) |
| Min-max Calories, daily avg | 600-650 | 550-650 | 600-700 | 750-850 |

Seven Day School Week Meal Component Adjustments

| 7-day School Week- Breakfast | Grades K-8 | Grades K-5 | Grades 6-8 | Grades 9-12 | Grades K-12 |
|---|-----------------------|----------------|----------------|----------------|-----------------------|
| | Weekly (daily) | Weekly (daily) | Weekly (daily) | Weekly (daily) | Weekly (daily) |
| Fruits (cups) | 7 (1) | 7 (1) | 7 (1) | 7 (1) | 7 (1) |
| Grains (oz eq) | 11-14 (1) | 10-14 (1) | 11-14 (1) | 12.5-14 (1) | 12.5-14 (1) |
| Fluid Milk (cups) | 7 (1) | 7 (1) | 7 (1) | 7 (1) | 7 (1) |
| Min-max Calories, daily avg | 400-500 | 350-500 | 400-550 | 450-600 | 450-500 |

| 7-day School Week- Lunch | Grades K-8 | Grades K-5 | Grades 6-8 | Grades 9-12 |
|-------------------------------------|-----------------------|----------------|----------------|----------------|
| | Weekly (daily) | Weekly (daily) | Weekly (daily) | Weekly (daily) |
| Fruits (cups) | 3.5 (0.5) | 3.5 (0.5) | 3.5 (0.5) | 7 (1) |
| Vegetables (cups) | 5.25 (0.75) | 5.25 (0.75) | 5.25 (0.75) | 7 (1) |
| Dark Green | 0.5 | 0.5 | 0.5 | 0.5 |
| Red/Orange | 0.75 | 0.75 | 0.75 | 1.25 |
| Beans/Peas (Legumes) | 0.5 | 0.5 | 0.5 | 0.5 |
| Starchy | 0.5 | 0.5 | 0.5 | 0.5 |
| Other | 0.5 | 0.5 | 0.5 | 0.75 |
| Additional Veg to Reach Total | 2.5 | 2.5 | 2.5 | 3.5 |
| Grains (oz eq) | 11-12.5 (1) | 11-12.5 (1) | 11-14 (1) | 14-17 (2) |
| Meats/Meat Alts (oz eq) | 12.5-14 (1) | 11-14 (1) | 12.5-14 (1) | 14-17 (2) |
| Fluid Milk (cups) | 7 (1) | 7 (1) | 7 (1) | 7 (1) |
| Min-max Calories, daily avg | 600-650 | 550-650 | 600-700 | 750-850 |

7/10/13

Whole Grain Rich Cover

Whole Grain resources

Can be found here: <http://doe.sd.gov/cans/documents/GrainChrt.pdf>

Grains/Bread Chart

Can be found here: <https://doe.sd.gov/cans/documents/Bread>

Whole Grain Resources Cover

Can be found here: <http://doe.sd.gov/cans/documents/GrainChrt.pdf>



United States Department of Agriculture

Whole Grain Resource for the National School Lunch and School Breakfast Programs

A Guide to Meeting the Whole Grain-Rich Criteria



Whole Grain Rich Grain/Bread Chart

Can be found here: <https://doe.sd.gov/cans/documents/BreadGrains.pdf>

Breads and Grains Chart

(Exhibit A: Grain Requirement for Child Nutrition Programs^{1,2})

| GROUP A | MINIMUM SERVING SIZE FOR GROUP A | Ounce Equivalents (Oz. Eq.) for Group A |
|---|---|---|
| <ul style="list-style-type: none"> Bread type coating Bread sticks (hard) Chow mien noodles Savory crackers (saltines and snack crackers) Croutons Pretzels (hard) Stuffing (dry) Note: weights apply to bread in stuffing | 1 serving = 20 gm or 0.7 oz. $\frac{3}{4}$ serving = 15 gm or 0.5 oz. $\frac{1}{2}$ serving = 10 gm or 0.4 oz. $\frac{1}{4}$ serving = 5 gm or 0.2 oz. | 1 oz. eq. = 22 gm or 0.8 oz. $\frac{3}{4}$ oz. eq. = 17 gm or 0.6 oz. $\frac{1}{2}$ oz. eq. = 11 gm or 0.4 oz. $\frac{1}{4}$ oz. eq. = 6 gm or 0.2 oz. |
| GROUP B | MINIMUM SERVING SIZE FOR GROUP B | Oz. Eq. for Group B |
| <ul style="list-style-type: none"> Bagels Batter type coating Biscuits Breads – all (for example, sliced, French, Italian) Buns (hamburger and hotdog) Sweet crackers⁵ (graham crackers - all shapes, animal crackers) Egg roll skins English muffins Pita bread Pizza crust Pretzels (soft) Rolls Tortillas Tortilla chips Taco shells | 1 serving = 25 gm or 0.9 oz. $\frac{3}{4}$ serving = 19 gm or 0.7 oz. $\frac{1}{2}$ serving = 13 gm or 0.5 oz. $\frac{1}{4}$ serving = 6 gm or 0.2 oz. | 1 oz. eq. = 28 gm or 1.0 oz. $\frac{3}{4}$ oz. eq. = 21 gm or 0.75 oz. $\frac{1}{2}$ oz. eq. = 14 gm or 0.5 oz. $\frac{1}{4}$ oz. eq. = 7 gm or 0.25 oz. |
| GROUP C | MINIMUM SERVING SIZE FOR GROUP C | Oz. Eq. for Group C |
| <ul style="list-style-type: none"> Cookies³ (plain – includes vanilla wafers) Cornbread Corn muffins Croissants Pancakes Pie crust (dessert pies³, cobbler³, fruit turnovers⁴, and meat/meat alternate pies) Waffles | 1 serving = 31 gm or 1.1 oz. $\frac{3}{4}$ serving = 23 gm or 0.8 oz. $\frac{1}{2}$ serving = 16 gm or 0.6 oz. $\frac{1}{4}$ serving = 8 gm or 0.3 oz. | 1 oz. eq. = 34 gm or 1.2 oz. $\frac{3}{4}$ oz. eq. = 26 gm or 0.9 oz. $\frac{1}{2}$ oz. eq. = 17 gm or 0.6 oz. $\frac{1}{4}$ oz. eq. = 9 gm or 0.3 oz. |

Breads and Grains Chart

(Exhibit A: Grain Requirement for Child Nutrition Programs^{1,2})

| GROUP A | MINIMUM SERVING SIZE FOR GROUP A | Ounce Equivalents (Oz. Eq.) for Group A |
|---|---|---|
| <ul style="list-style-type: none"> Bread type coating Bread sticks (hard) Chow mien noodles Savory crackers (saltines and snack crackers) Croutons Pretzels (hard) Stuffing (dry) Note: weights apply to bread in stuffing | 1 serving = 20 gm or 0.7 oz $\frac{3}{4}$ serving = 15 gm or 0.5 oz $\frac{1}{2}$ serving = 10 gm or 0.4 oz $\frac{1}{4}$ serving = 5 gm or 0.2 oz | 1 oz. eq. = 22 gm or 0.8 oz. $\frac{3}{4}$ oz. eq. = 17 gm or 0.6 oz. $\frac{1}{2}$ oz. eq. = 11 gm or 0.4 oz. $\frac{1}{4}$ oz. eq. = 6 gm or 0.2 oz. |
| GROUP B | MINIMUM SERVING SIZE FOR GROUP B | Oz. Eq. for Group B |
| <ul style="list-style-type: none"> Bagels Batter type coating Biscuits Breads – all (for example, sliced, French, Italian) Buns (hamburger and hotdog) Sweet crackers⁵ (graham crackers - all shapes, animal crackers) Egg roll skins English muffins Pita bread Pizza crust Pretzels (soft) Rolls Tortillas Tortilla chips Taco shells | 1 serving = 25 gm or 0.9 oz $\frac{3}{4}$ serving = 19 gm or 0.7 oz $\frac{1}{2}$ serving = 13 gm or 0.5 oz $\frac{1}{4}$ serving = 6 gm or 0.2 oz | 1 oz. eq. = 28 gm or 1.0 oz. $\frac{3}{4}$ oz. eq. = 21 gm or 0.75 oz. $\frac{1}{2}$ oz. eq. = 14 gm or 0.5 oz. $\frac{1}{4}$ oz. eq. = 7 gm or 0.25 oz. |
| GROUP C | MINIMUM SERVING SIZE FOR GROUP C | Oz. Eq. for Group C |
| <ul style="list-style-type: none"> Cookies³ (plain – includes vanilla wafers) Cornbread Corn muffins Croissants Pancakes Pie crust (dessert pies³, cobbler³, fruit turnovers⁴, and meat/meat alternate pies) Waffles | 1 serving = 31 gm or 1.1 oz $\frac{3}{4}$ serving = 23 gm or 0.8 oz $\frac{1}{2}$ serving = 16 gm or 0.6 oz $\frac{1}{4}$ serving = 8 gm or 0.3 oz | 1 oz. eq. = 34 gm or 1.2 oz. $\frac{3}{4}$ oz. eq. = 26 gm or 0.9 oz. $\frac{1}{2}$ oz. eq. = 17 gm or 0.6 oz. $\frac{1}{4}$ oz. eq. = 9 gm or 0.3 oz. |

¹ In NSLP and SBP (grades K-12), all grains must meet whole grain-risk criteria. For information on flexibilities, please contact your State agency. For all other Child Nutrition Programs, grains are whole grain or enriched or made with enriched or whole-grain meal and/or flour, bran, and/or germ. Under CACFP and NSLP/SBP infant and preschool meals, at least one grain serving per day must meet whole grain-rich criteria.

² For NSLP and SBP (grades K-12), grain quantities are determined using ounce equivalents (oz. eq.). All other Child Nutrition Programs determine grain quantities using grains/bread servings. Beginning October 1, 2019, grain quantities in CACFP and NSLP/SBP infant and preschool meals will be determined using oz. eq. Some of the following grains may contain more sugar, salt, and/or fat than others. This should be a consideration when deciding how often to serve them.

³ Allowed in NSLP (up to 2.0 oz. eq. grain-based dessert per week in grades K-12) as specified in §210.10 and at snack service in SFSP. Considered as a grain-based dessert in §226.20(a)(4) and 201.10.

⁵ Allowed in NSLP (up to 2.0 oz. eq. grain-based dessert per week in grades K-12) as specified in §210.10. May count towards the train component in SBP (grades K-12) and at snack and breakfast meals in SFSP

| GROUP D | MINIMUM SERVING SIZE FOR GROUP D | Oz. Eq. for Group D |
|---|--|--|
| <ul style="list-style-type: none"> Cereal bars, breakfast bars, granola bars ⁴ (plain) Doughnuts⁴ (cake and yeast raised, unfrosted) Muffins (all, except corn) Sweet roll ⁴ (unfrosted) Toaster pastry ⁴ (unfrosted) | 1 serving = 50 gm or 1.8 oz $\frac{3}{4}$ serving = 38 gm or 1.3 oz $\frac{1}{2}$ serving = 25 gm or 0.9 oz $\frac{1}{4}$ serving = 13 gm or 0.5 oz | 1 oz. eq. = 55 gm or 2.0 oz. $\frac{3}{4}$ oz. eq. = 42 gm or 1.5 oz. $\frac{1}{2}$ oz. eq. = 28 gm or 1.0 oz. $\frac{1}{4}$ oz. eq. = 14 gm or 0.5 oz. |
| GROUP E | MINIMUM SERVING SIZE FOR GROUP E | Oz. Eq. for Group E |
| <ul style="list-style-type: none"> Cereal bars, breakfast bars, granola bars ⁴ (with nuts, dried fruit, and/or chocolate pieces) Cookies ³ (with nuts, raisins, chocolate pieces and/or fruit purees) Doughnuts ⁴ (cake and yeast raised, frosted or glazed) French toast Sweet rolls ⁴ (frosted) Toaster pastry ⁴ (frosted) | 1 serving = 63 gm or 2.2 oz $\frac{3}{4}$ serving = 47 gm or 1.7 oz $\frac{1}{2}$ serving = 31 gm or 1.1 oz $\frac{1}{4}$ serving = 16 gm or 0.6 oz | 1 oz. eq. = 69 gm or 2.4 oz. $\frac{3}{4}$ oz. eq. = 52 gm or 1.8 oz. $\frac{1}{2}$ oz. eq. = 35 gm or 1.2 oz. $\frac{1}{4}$ oz. eq. = 18 gm or 0.6 oz. |
| GROUP F | MINIMUM SERVING SIZE FOR GROUP F | Oz. Eq. for Group F |
| <ul style="list-style-type: none"> Cake³ (plain, unfrosted) Coffee cake ⁴ | 1 serving = 75 gm or 2.7 oz $\frac{3}{4}$ serving = 56 gm or 2 oz $\frac{1}{2}$ serving = 38 gm or 1.3 oz $\frac{1}{4}$ serving = 19 gm or 0.7 oz | 1 oz. eq. = 82 gm or 2.9 oz. $\frac{3}{4}$ oz. eq. = 62 gm or 2.2 oz. $\frac{1}{2}$ oz. eq. = 41 gm or 1.5 oz. $\frac{1}{4}$ oz. eq. = 21 gm or 0.7 oz. |
| GROUP G | MINIMUM SERVING SIZE FOR GROUP G | Oz. Eq. for Group G |
| <ul style="list-style-type: none"> Brownies ³ (plain) Cake ³ (all varieties, frosted) | 1 serving = 115 gm or 4 oz $\frac{3}{4}$ serving = 86 gm or 3 oz $\frac{1}{2}$ serving = 58 gm or 2 oz $\frac{1}{4}$ serving = 29 gm or 1 oz | 1 oz. eq. = 125 gm or 4.4 oz. $\frac{3}{4}$ oz. eq. = 94 gm or 3.3 oz. $\frac{1}{2}$ oz. eq. = 63 gm or 2.2 oz. $\frac{1}{4}$ oz. eq. = 32 gm or 1.1 oz. |
| GROUP H | MINIMUM SERVING SIZE FOR GROUP H | Oz. Eq. for Group H |
| <ul style="list-style-type: none"> Cereal Grains (barley, quinoa, etc.) Breakfast cereals (cooked) ^{6,7} Bulgur or cracked wheat Macaroni (all shapes) Noodles (all varieties) Pasta (all shapes) Ravioli (noodle only) Rice | 1 serving = $\frac{1}{2}$ cup cooked or 25 gm dry | 1 serving = $\frac{1}{2}$ cup cooked or 1 oz. (28 gm) dry |
| GROUP I | MINIMUM SERVING SIZE FOR GROUP I | Oz. Eq. for Group I |
| <ul style="list-style-type: none"> Ready to eat breakfast cereal (cold dry) ^{6,7} | 1 serving = $\frac{3}{4}$ cup or 1 oz, whichever is less | 1 oz. eq. = 1 cup or 1 ounce for flakes and rounds 1 oz. eq. = 1.25 cups or 1 ounce for puffed cereal 1 oz. eq. = $\frac{1}{4}$ cup or 1 ounce for granola |

⁴ Allowable in NSLP (up to 2.0 oz. eq. grain-based dessert per week in grades K-12) as specified in §210.10. may count towards the grain component in SBP (grades K-12) and at snack and breakfast meals in SFSP. Considered a grain-based dessert and cannot count towards the grain component in the CACFP and NSLP/SBP infant and preschool meals beginning October 1, 2017, as specified in §§226.20(a)(4) and 210.10.

⁶ Refer to program regulations for the appropriate serving size for supplements served to children aged 1 through 5 in the NSLP; breakfast served in the SBP, and meals served to children ages 1 through 5 and adult participants in the CACFP. Breakfast cereals are traditionally served as a breakfast menu item but may be served in meals other than breakfast.

⁷ In the NSLP and SBP, cereals must list a whole grain as the first ingredient and be fortified, or if the cereal is 100 percent whole grain, fortification is not required. For CACFP and SFSP, cereals must be whole-grain, enriched, or fortified; cereals served in the CACFP and NSLP/SBP infant and preschool meals must contain no more than 6 grams of sugar per dry ounce.

Production Records Cover

Breakfast/Snack Production Record/Example

Can be found here: <https://doe.sd.gov/cans/documents/Breakfast.xlsx>

Lunch Production Record/Example

Can be found here: <https://doe.sd.gov/cans/documents/Lunchprod.xlsx>

Multi-Day Food Bar

Can be found here:

Example: <https://doe.sd.gov/cans/documents/MDayBFdEx.pdf>

Blank Form: <https://doe.sd.gov/cans/documents/MDayBarFB.docx>

Food Production Record Handbook

Can be found here: <https://doe.sd.gov/cans/documents/ProdRecrd2.pdf>

Breakfast/Snack Production Records

Can be found here: <https://doe.sd.gov/cans/documents/Breakfast.xlsx>

SD Daily Production Record Instructions – Breakfast and Snack Only

This production record must be completed on a daily basis to document a reimbursable breakfast or snack was offered. Production records should be used as a planning tool for providing a reimbursable meal. **This production record may be altered only upon preapproval from CANS.**

Record the date of the daily menu, school district, and site name.

Indicate if you allow offer versus serve and the grades OVS is allowed.

Purchased a la carte: Are students able to purchase second servings of anything such as a second entrée, milk, etc.? Purchased seconds need to be recorded in the a la carte/adults column with serving size and number of planned servings. If students are able to purchase additional foods, these extra servings will not be included in the daily and weekly requirements or in the menu analysis for calories, sodium, and fats.

Planned Seconds: Are students offered free seconds? The serving size and number of planned, free seconds by grade group must be recorded. Free extra servings will be included in your daily and weekly requirements and will count toward the calories, sodium, and fats.

Remember to check with the cashier/point of service meal count person after the meal is over and record the actual meal counts by grade group and adults in the upper right hand corner.

Lunch Production Records

Can be found here: <https://doe.sd.gov/cans/documents/Lunchprod.xlsx>

SD Daily Production Record Instructions – Lunch Only

This production record must be completed on a daily basis to document a reimbursable lunch was offered. Production records should be used as a planning tool for providing a reimbursable meal. **This production record may be altered only upon preapproval from CANS.**

Record the date of the daily menu, school district, and site name. If you are also using the SD Menu Planning Worksheet, you will enter your menu items in that document also. The Menu Planning Worksheet will make it easier to ensure your lunch menus meet requirements.

Indicate if you allow offer versus serve and the grades OVS is allowed.

Purchased a la carte: Are students able to purchase second servings of anything such as a second entrée, milk, etc.? Purchased seconds need to be recorded in the a la carte/adults column with serving size and number of planned servings. If students are able to purchase additional foods, these extra servings will not be included in the daily and weekly requirements or in the menu analysis for calories, sodium, and fats.

Planned Seconds: Are students offered free seconds? The serving size and number of planned, free seconds by grade group must be recorded. Free extra servings will be included in your daily and weekly requirements and will count toward the calories, sodium, and fats.

Remember to check with the cashier/point of service meal count person after the meal is over and record the actual meal counts by grade group and adults in the upper right hand corner.

Multi-Day Food/Condiment Bar Production Record

School District Name:

Site Name:

This production record is designed for schools that have an ongoing fruit/vegetable bar. It can also be used to track condiments. Write in items used routinely before copying the form. Use the Vegetable Subgroup Key column to record the abbreviation for the following vegetable subgroups served: **RO**=Red Orange; **DG**=Dark Green; **BP**=Beans & Peas (Legumes); **S**=Starchy; **WG** (whole grain)

☐ Food bar is **before** point of service ☐ Food bar is **after** point of service

[illegible]

Food Production Record Handbook

Can be found here: <https://doe.sd.gov/cans/documents/ProdRecrd2.pdf>

Child and Adult Nutrition Services

Food Production Records Handbook

Website: <http://doe.sd.gov/cans/nsip.aspx>

2016

Food Production Cover

Food Buying Guide Calculator

Can be found here: <http://fbg.theicn.org/>

User Manual for Food Buying Guide

Can be found here:

<https://foodbuyingguide.fns.usda.gov/Content/TablesFBG/FNS-FBG-User-Manual.pdf>

Food Buying Guide Training Slides

Can be found here: <http://doe.sd.gov/cans/documents/UsingFdByngGd.pdf>

Using Standardized Recipes Training Slides

Can be found here: <http://doe.sd.gov/cans/documents/UsingStndrdzdRecipes.pdf>

Component Crediting Training Slides

Can be found here: <http://doe.sd.gov/cans/documents/CmpntCrdtng.pdf>

Food Buying Guide Calculator

Can be found here:

<http://fbg.theicn.org/>



User Manual for Food Buying Guide

Can be found here:

<https://foodbuyingguide.fns.usda.gov/Content/TablesFBG/FNS-FBG-User-Manual.pdf>

United States Department of Agriculture

Food and Nutrition Service



**User Manual for
Food Buying Guide (FBG)**

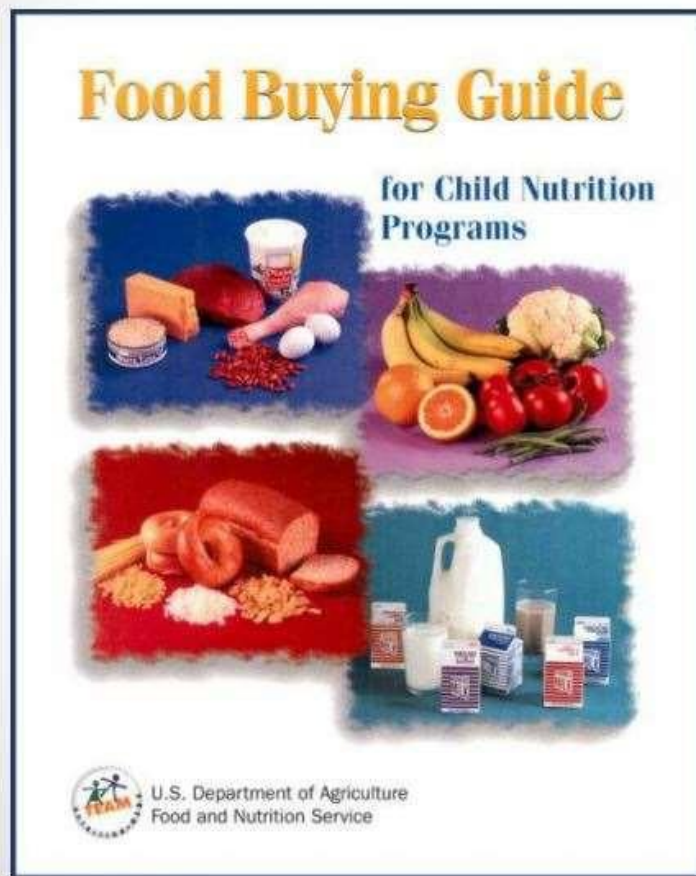
Version 1.2.5

May 25, 2018

Food Buying Guide Cover

Can be found here: <http://doe.sd.gov/cans/documents/UsingFdByngGd.pdf>

Using the Food Buying Guide



South Dakota Department of Education
Child & Adult Nutrition Services

Using Standardized Recipes

Can be found here: <http://doe.sd.gov/cans/documents/UsingStandardizedRecipes.pdf>

USING STANDARDIZED RECIPES



**SOUTH DAKOTA DEPARTMENT OF EDUCATION
CHILD & ADULT NUTRITION SERVICES**

Component Crediting

Can be found here: <http://doe.sd.gov/cans/documents/CmpntCrdtng.pdf>

Component Crediting

South Dakota Department of Education
Child & Adult Nutrition Services



Food Safety Plan

Can be found at: <http://doe.sd.gov/cans/documents/FoodSafety.pdf>

Food Safety Plan HACCP-Based Standard Operating Procedures

Child and Adult Nutrition Services



Last Update: June 2012

Offer VS Serve Manual

Can be found here: <http://doe.sd.gov/cans/documents/Offer-Serve-Manual.pdf>

EFFECTIVE BEGINNING SCHOOL YEAR 2015-2016

OFFER VERSUS SERVE

GUIDANCE FOR THE NATIONAL SCHOOL LUNCH PROGRAM
AND THE SCHOOL BREAKFAST PROGRAM

FOOD AND NUTRITION SERVICE U.S.
DEPARTMENT OF AGRICULTURE

Wellness Policy Cover

South Dakota Model Wellness Policy

Can be found here: <http://doe.sd.gov/cans/documents/17-SDWell.docx>

Wellness Policy Self-Checklist

Can be found here: <http://doe.sd.gov/cans/documents/17-LWPchk.docx>

Wellness Policy Final Rule Summary

Can be found here: <http://doe.sd.gov/cans/documents/SumWellnP.pdf>

Wellness Policy Guidance and Q&A

Can be found here: <http://doe.sd.gov/cans/documents/17-LocalWellness.pdf>

South Dakota Model Wellness Policy

Can be found here: <http://doe.sd.gov/cans/documents/17-SDWell.docx>

SOUTH DAKOTA MODEL WELLNESS POLICY
BASED ON THE
ALLIANCE FOR A HEALTHIER GENERATION MODEL WELLNESS POLICY
Updated 4/2017

[School District] Wellness Policy

Table of Contents

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Wellness Policy Self-Checklist

Can be found here: <http://doe.sd.gov/cans/documents/17-LWPchk.docx>

Does Your Wellness Policy Measure Up?

A local school wellness policy is a written document that guides a local educational agency (LEA) or school district's efforts to establish a school environment that promotes students' health, well-being, and ability to learn. Use this checklist to review and update your wellness policy and ensure it meets all requirements as written in SEC. 204 of Public Law 111-296 Local School Wellness Policy Implementation and the Code of Federal Regulation 210.30 and 220.7.

- ☐ District has current wellness policy. Date it was last updated: _____
 - ☐ Includes goals for nutrition education & promotion, physical activity, and other school-based activities.
 - ☐ Consider evidence-based "Smarter Lunchrooms" strategies and techniques
 - ☐ Includes Smart Snacks in School nutrition standards for all foods and beverages sold at each school during the school day (before school and 30 minutes after school).
 - ☐ Includes nutrition standards for foods and beverages, not sold to students, but available throughout the school day (e.g. classroom parties, foods given as reward, classroom snacks, etc.).
 - ☐ Includes policies that allow marketing or advertising of only those foods and beverages that meet Smart Snacks in School nutrition standards.
 - ☐ Includes a plan for measuring implementation of the policy
 - ☐ Wellness Policy Leadership: District has designated at least one school official who has the authority and responsibility to ensure each school complies with the policy. Name/Title of Designated Official: _____
 - ☐ District permits involvement of the following people in the development, implementation, review, and modification of the wellness policy:
 - ☐ Parents
 - ☐ Teachers of Physical Education
 - ☐ School Administrators
 - ☐ Students
 - ☐ School Health Professionals
 - ☐ General Public
 - ☐ School Food Service
 - ☐ School Board Members
- Documentation: current committee member list, meetings announcements, committee invitations, updates and assessments made available to the public*

Wellness Policy Final Rule Summary

Can be found here: <http://doe.sd.gov/cans/documents/SumWellnP.pdf>



United States Department of Agriculture

Local School Wellness Policy Implementation Under the Healthy, Hunger-Free Kids Act of 2010: Summary of the Final Rule

What is a local school wellness policy?

A local school wellness policy ("wellness policy") is a written document that guides a local educational agency's (LEA) or school district's efforts to establish a school environment that promotes students' health, well-being, and ability to learn.

The wellness policy requirement was established by the Child Nutrition and Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) Reauthorization Act of 2004 and further strengthened by the Healthy, Hunger-Free Kids Act of 2010 (HHFKA). It requires each LEA participating in the National School Lunch Program and/or School Breakfast Program to develop a wellness policy. The final rule expands the requirements to strengthen policies and increase transparency. The responsibility for developing, implementing, and evaluating a wellness policy is placed at the local level, so the unique needs of each school under the LEA's jurisdiction can be addressed.

Wellness Policy Guidance and Q&A

Can be found here: <http://doe.sd.gov/cans/documents/17-LocalWellness.pdf>



Food and
Nutrition
Service

Park Office
Center

3101 Park
Center Drive
Alexandria
VA 22302

DATE: April 6, 2017

MEMO CODE: SP 24-2017

SUBJECT: Local School Wellness Policy: Guidance and Q&As

TO: Regional Directors
Special Nutrition Programs
All Regions

State Directors
Child Nutrition Programs
All States

Local educational agencies (LEA) participating in the National School Lunch Program and/or School Breakfast Program are required to develop a local school wellness policy that promotes the health of students and addresses the problem of childhood obesity. Wellness policies are tailored to the unique needs of each LEA and present an opportunity to improve the health of each community.

On July 29, 2016, the USDA Food and Nutrition Service (FNS) finalized regulations to create a framework and guidelines for written wellness policies established by LEAs. The final rule requires LEAs to begin developing a revised local school wellness policy during school year 2016-2017. The revised policy must be in place by June 30, 2017.

The final regulation offers LEAs flexibility in determining how best to implement policies that reflect their unique circumstances. This memorandum provides Questions and Answers (Q&As) to address the local school wellness policy final rule.

Meal Counting and Claiming

Can be found here: <http://doe.sd.gov/cans/documents/NSLPMealC.pdf>

MEAL COUNTING AND CLAIMING [1]

MEAL COUNTING AND CLAIMING

(1)

It all begins with the application & agreement

- Each SFA makes application to and enters into agreement with the State Agency (SA) each year.
- The SFA also submits for approval a Free and Reduced Price Policy Statement.
- Important for administration and operation to communicate.



Meal Counting and Claiming

Five points of an acceptable counting and claiming procedure required by the USDA include:

1. Eligibility documentation
2. Collection procedures (money)
3. Point of service meal counts
4. Claim for reimbursement
5. Internal controls



Meal Counting and Claiming

1. Eligibility documentation

- Documentation or proof for every student that receives free or reduced priced meals.
 - Free and Reduced Price Meal Applications
 - Direct Certification - Documentation that shows a child is eligible for free meals based on other program information.
- Verification:
 - By random selection within the rules of Verification
 - Confirmation review
 - Verification For Cause

Meal Counting and Claiming

APPLICATION FOR FREE MILK
(See next page for complete instructions.)

2014-15

☐ New Applicant
☐ Previous Applicant

To apply for free milk, fill out this application and sign your name.

| Part 1. Children's Names | | | | | | | |
|--------------------------|------------------|--------|-----|--------------|------------------|--------|-----|
| Child's Name | School or Center | Foster | Age | Child's Name | School or Center | Foster | Age |
| 1 | | | 4 | | | | |
| 2 | | | 5 | | | | |
| 3 | | | 6 | | | | |

Part 2. Households receiving SNAP, TANF, or FDIPI: If any member of your household is NOW receiving SNAP, TANF, or FDIPI but you did not receive a notice of direct certification from the school, list the CASE NUMBER. Fill out Sections 1, 2, and 3. The application MUST have the signature of an adult.

SNAP Case Number: _____ TANF Case Number: _____ FDIPI Case Number: _____

Part 3. Is this child migrant, homeless, or runaway? If yes, check the appropriate box: Homeless ☐ Migrant ☐ Runaway ☐

Part 4. Total Gross Household Income— You must tell us how much and how often

C. Income— list the gross income for each pay day and "to" how often you get paid
Example: \$100/monthly or \$100/twice monthly or \$100/every two weeks or \$100/weekly
Please attach additional sheets to list more household members.

| A. Name (List everyone in household) | B. Check if ALL income | Income from work before deductions | | | Welfare, child support, alimony | | | Pensions, retirement, Social Security | | | Farm/Other | | | |
|---|--------------------------|------------------------------------|---------------|---------|---------------------------------|---------------|---------|---------------------------------------|---------------|---------|------------|-----------|----------|--------------|
| | | Weekly | Every 2 weeks | Monthly | Weekly | Every 2 weeks | Monthly | Weekly | Every 2 weeks | Monthly | Monthly | Quarterly | Annually | Other (list) |
| Example: Jane Smith | <input type="checkbox"/> | \$100.00 | X | | \$50.00 | X | | \$24.79 | | X | \$25.000 | | X | |
| | <input type="checkbox"/> | | | | | | | | | | | | | |
| | <input type="checkbox"/> | | | | | | | | | | | | | |
| | <input type="checkbox"/> | | | | | | | | | | | | | |
| | <input type="checkbox"/> | | | | | | | | | | | | | |
| | <input type="checkbox"/> | | | | | | | | | | | | | |
| | <input type="checkbox"/> | | | | | | | | | | | | | |
| | <input type="checkbox"/> | | | | | | | | | | | | | |
| | <input type="checkbox"/> | | | | | | | | | | | | | |

Part 5. Signature and Social Security Number (Adult MUST sign)

An adult household member must sign the application. If Part 4 is completed, the adult signing the form must also list only the last four digits of his or her Social Security Number or mark the "I do not have a Social Security Number" box. (See Privacy Act Statement on the next page.)
I certify (promise) that all information on this application is true and that all income is reported. I understand that the school/center will get Federal funds based on the information I give. I understand that officials may verify (check) the information. I understand that if I purposely give false information, the children may lose milk benefits, and I may be prosecuted.

Sign here: _____ Date: _____
Last 4 digits of Social Security Number: _____ ☐ I do not have a Social Security Number

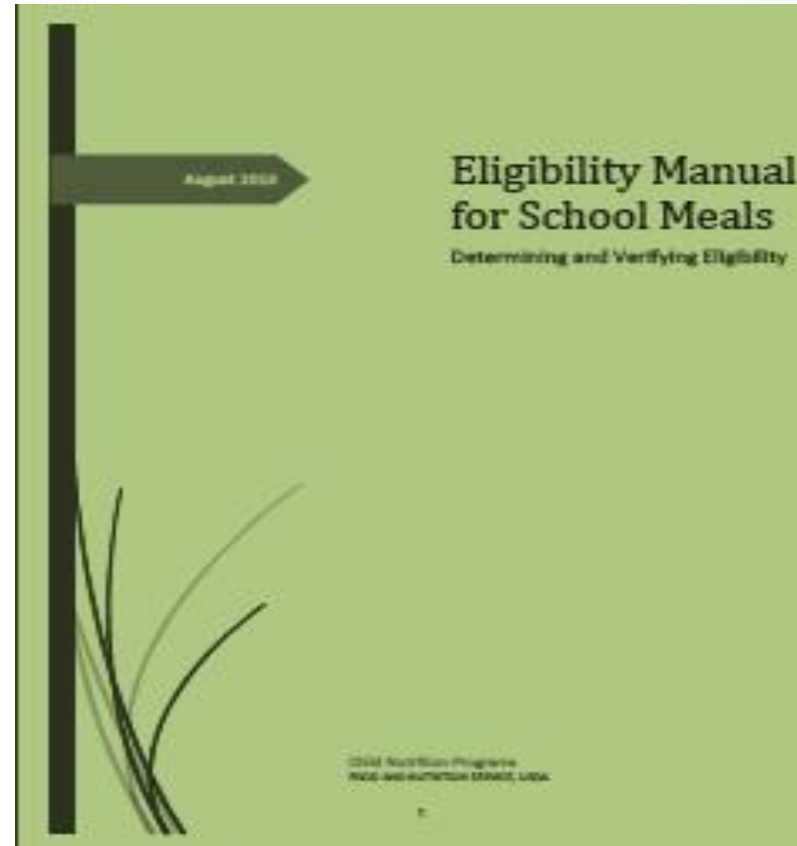
Printed Name: _____ Home Phone: _____ Work Phone: _____
Mailing Address: _____ Email Address: _____
City: _____ State: _____ Zip Code: _____

Part 6. Participant's ethnic and racial identities (optional)

Mark one ethnic identity: ☐ Hispanic or Latino ☐ Not Hispanic or Latino
Mark one or more racial identities: ☐ Asian ☐ American Indian or Alaska Native ☐ White ☐ Black or African American
☐ Native Hawaiian or Other Pacific Islander

FOR SCHOOL/CENTER USE ONLY

Total income & how often: _____ SNAP / FDIPI / TANF or other eligible program household categorically eligible free: ☐ Yes ☐ No
Household size: _____ Number of foster children eligible free: _____
Eligibility classification: ☐ Free Rate ☐ Paid Rate
Date notification sent: _____ Date withdrawn or transferred: _____
Signature of Determining Official: _____ Date: _____
Signature of Confirmation Official: _____ Date: _____



Families can apply for meal benefits

<http://www.fns.usda.gov/cnd/guidance/default.htm>

Meal Counting and Claiming

2. Collection procedures

- How students pay for their meals
- Avoid overt identification



Meal Counting and Claiming

3. Point of service meal counts

- a) Identification of reimbursable meals
- b) By eligibility type (F/R/P)
- c) Every day and every meal
- d) Without overt identification

Remember: Only one lunch and one breakfast can be counted for reimbursement per student, per day.

Meal Counting and Claiming

3. Point of service meal counts (*continued*)

- **What is a reimbursable meal?**
 - Depends on agreement with CANS
 - No OVS:
 - Lunch: Must contain all 5 components in minimum required quantity
 - Breakfast: Must contain 3 components/food items in minimum required quantity
 - Offer vs serve:
 - Lunch: Student must take 3 of 5 components and 1 must be $\frac{1}{2}$ c fruit &/or veg
 - Breakfast: Must contain 4 food items. Student must take 3 food items and 1 must be $\frac{1}{2}$ c fruit

Meal Counting and Claiming

3. Point of service meal counts (*continued*)

- Only 1 breakfast & 1 lunch per student, per day can be counted and claimed
- None of the following can be included in your claim:
 - Meals served as seconds or second meals
 - Meals served to adults
 - Meals served to children who are not part of your program
 - Meals served to children who are not enrolled at your SFA

Meal Counting and Claiming

4. What happens after the meals are counted?

- Recorded either on paper forms or in a computer
- End of the month the counts are totaled
- Edit checks are completed
- Claim is filed

All meals served in the NSLP/SBP and counted for reimbursement must meet the requirements for the current meal pattern as specified in the program regulations and must be served to eligible students.

Meal Counting and Claiming

5. Internal controls

- SFA must have controls sufficient to ensure meal counting and claiming accuracy and integrity.
- Have a backup plan - a second person, a second method.



Afterschool Snack Meal Pattern

SELECT TWO OF THE FOUR COMPONENTS FOR A REIMBURSABLE SNACK

| FOOD COMPONENTS AND FOOD ITEMS ¹ | CHILDREN AGES 1 and 2 | CHILDREN AGES 3-5 | CHILDREN AGES 6-12 ¹ |
|---|---|---|--|
| Milk Fluid milk | 4 fl. oz. (1/2 cup) | 4 fl. oz. (1/2 cup) | 8 fl. oz. (1 cup) |
| Vegetable or Fruit ^{2, 9} Juice ^{2, 9} , fruit, and/or vegetable | 1/2 cup | 1/2 cup | 3/4 cup |
| Grains/Breads ^{3, 4} Bread or Cornbread or biscuit or roll or muffin or Cold dry cereal ⁴ or Cooked cereal grains or Cooked pasta or noodles | 1/2 slice 1/2 serving 1/4 cup or 1/3oz. ⁴ 1/4 cup 1/4 cup | 1/2 slice 1/2 serving 1/3 cup or 1/2oz. ⁴ 1/4 cup 1/4 cup | 1 slice 1 serving 3/4 cup or 1oz. ⁴ 1/2 cup 1/2 cup |
| Meat/Meat Alternate ^{5, 6, 7} Lean meat or poultry or fish ⁵ or Alternate protein products ⁶ or Cheese or Egg (large) or Cooked dry beans or peas or Peanut or other nut or seed butters or Nuts and/or seeds ⁷ or Yogurt ⁸ | 1/2 oz. 1/2 oz. 1/2 oz. 1/2 large egg 1/8 cup 1 Tbsp 1/2 oz. ⁷ 2 oz. or 1/4 cup | 1/2 oz. 1/2 oz. 1/2 oz. 1/2 large egg 1/8 cup 1 Tbsp 1/2 oz. ⁷ 2 oz. or 1/4 cup | 1 oz. 1 oz. 1 oz. 1/2 large egg 1/4 cup 2 Tbsp 1 oz. 4 oz. or 1/2 cup |

¹ Children age 12 and older may be served larger portions based on their greater food needs. They may not be served less than the minimum quantities listed in this column.

² Full strength vegetable and/or fruit juice or an equivalent quantity of any combination of vegetable(s), fruit(s), and juice.

³ Grains/Breads must be whole-grain or enriched, or made from whole-grain or enriched flour or meal that may include bran and/or germ. Cereal must be whole-grain, enriched, or fortified.

⁴ Either volume (cup) or weight (oz.), whichever is less.

⁵ A serving consists of the edible portion of cooked lean meat or poultry or fish.

⁶ Alternate protein products must meet requirements in Appendix A of 7 CFR Part 210.

⁷ Nuts and seeds are generally not recommended to be served to children ages one to three since they present a choking hazard. If served, nuts and seeds should be finely minced.

⁸ Yogurt may be plain or flavored, unsweetened, or sweetened – commercially prepared.

⁹ Juice may not be served when milk is the only other component.

Smart Snack Cover

Smart Snack Standards

Can be found here: <https://doe.sd.gov/cans/documents/SSsumchar.pdf>

Smart Snack Calculator

Can be found here:

<https://foodplanner.healthiergeneration.org/calculator/>

Smart Snack Standards

Can be found here: <https://doe.sd.gov/cans/documents/SSsumchar.pdf>

Nutrition Standards for All Foods Sold in School

| Food/Nutrient | Standard | Exemptions to the Standard |
|--|---|--|
| General Standard for Competitive Food. | <p>To be allowable, a competitive FOOD item must:</p> <ol style="list-style-type: none">(1) meet all of the proposed competitive food nutrient standards; and(2) be a grain product that contains 50% or more whole grains by weight or have whole grains as the first ingredient*; or(3) have as the first ingredient* one of the non-grain main food groups: fruits, vegetables, dairy, or protein foods (meat, beans, poultry, seafood, eggs, nuts, seeds, etc.); or(4) be a combination food that contains at least ¼ cup fruit and/or vegetable; or(5) contain 10% of the Daily Value (DV) of a nutrient of public health concern (i.e., calcium, potassium, vitamin D, or dietary fiber). Effective July 1, 2016 this criterion is obsolete and may not be used to qualify as a competitive food. <p>*If water is the first ingredient, the second ingredient must be one of items 2, 3 or 4 above.</p> | <ul style="list-style-type: none">• Fresh fruits and vegetables with no added ingredients except water are exempt from all nutrient standards.• Canned and frozen fruits with no added ingredients except water, or are packed in 100% juice, extra light syrup, or light syrup are exempt from all nutrient standards.• Canned vegetables with no added ingredients except water or that contain a small amount of sugar for processing purposes to maintain the quality and structure of the vegetable are exempt from all nutrient standards. |

SD Policy on Exempt Fundraisers

Background:

The Nutrition Standards for All Foods Sold in School as Required by the Healthy, Hunger-Free Kids Act of 2010 regulations (commonly referred to as Smart Snack regulations) require that states establish a policy regarding the number of fundraisers selling foods that otherwise would not be allowed (called exempt fundraisers) that can be held in schools. The regulation states that they should be infrequent.

According to federal guidelines, lack of a policy means that no exempt fundraisers can be held.

Federal regulation stipulates that no specially exempted fundraiser foods or beverages may be sold in competition with school meals in the food service area during the meal service.

As defined in federal regulation for the purpose of competitive food standards implementation:

- School campus means all areas of the property under the jurisdiction of the school that are accessible to students during the school day.
- School day means the period from the midnight before, to 30 minutes after the end of the official school day.

Policy:

The South Dakota policy regarding exempt fundraisers is as follows:

1. School-sponsored groups can each have one exempt fundraiser per year during the school day on the school campus. Non school-sponsored groups cannot have fundraisers involving unallowable foods during the school day.
2. Each exempt fundraiser can only last for one day.
3. Exempt fundraisers cannot be given to another group. If an organized group chooses not to have an exempt fundraiser, another group cannot use that day.
Food cannot be ordered for delivery during the school day as a fundraiser, unless that is the school-sponsored group's exempt fundraiser. This would include any food ordered at any time and delivered to the student(s) during the school day.

Data will be collected and analyzed at the end of '14-15 school year on how the rule affected the fundraising of the school groups. A determination will then be made as to whether the exempt fundraising policy should be changed.

Additional Information:

Schools can be more restrictive such as by modifying their local wellness policy. The following areas are not affected by the federal regulation but can be restricted by the school:

- Fundraising activities involving foods that happen outside of school
- Groups other than school-sponsored groups selling allowable foods or nonfood items during the school day
- Concession stands operating outside of school hours or in areas not available to students during the school day
- Treats brought in to give away to students such as classroom parties
- Foods not intended for consumption at school (such as frozen pizza, frozen bread dough, frozen cookie dough)
- Foods sold in areas not accessible to students
- Food given to students at no charge by others, such as booster groups
- Foods that are not part of fundraisers ordered by individual students to be delivered to them

It should be noted that many fund raising opportunities exist that do not involve food. There are no limits imposed by this policy on those fund raising activities.

Culinary Arts Programs must also comply with these rules as outlined in USDA Policy Memo SP 40-2014 issued April 22, 2014.

Additional Resources:

US Department of Agriculture - <http://www.fns.usda.gov/school-meals/smart-snacks-school>

SD Department Of Education/Child & Adult Nutrition Services -

<http://www.doe.sd.gov/cans/>

Alliance for Healthier Generation Smart Snacks Calculator - <https://www.healthiergeneration.org/>

Smart Snack Calculator

Can be found here: <https://foodplanner.healthiergeneration.org/calculator/>



SMART SNACKS
PRODUCT CALCULATOR



Product Information

Take the guess work out of your day! Answer a series of questions to see if your product meets the [USDA's Smart Snacks in School nutrition standards](#)*. Then save and print for your records!

*Results from this calculator have been determined by the U.S. Department of Agriculture to be accurate in assessing product compliance with the Federal requirements for Smart Snacks in Schools provided the information is not misrepresented when entered into the Calculator.

CHECK OUT THE BLUE INFORMATION BUBBLES FOR ASSISTANCE! If unable to view, please update your browser or try a different browser. Please refer to [USDA's Q&A document](#) for additional guidance on specific products.

Enter product information as SOLD (as portioned and eaten, such as a beef patty on a bun with accompaniments).

NOTE: As of July 1, 2016, %DV is no longer a qualifying standard for compliance.

My Product is a ...

- ☐ a) Snack ⓘ
- ☐ b) Side ⓘ
- ☐ c) Entree ⓘ
- ☐ d) Beverage ⓘ

START OVER

NEXT STEP

Professional Standards Cover

Professional Standards Rule

Can be found here: <https://doe.sd.gov/cans/documents/20-ProStandards.pptx>

Hiring/Annual Training Handout

Can be found here: <https://doe.sd.gov/cans/documents/SD-ProStandards.pdf>

SD Training Tracker Tool

Can be found here: <http://doe.sd.gov/cans/documents/SDTrain17.xlsx>

Professional Standards Rule

Can be found here: <https://doe.sd.gov/cans/documents/1016-ProSt.pdf>

Professional Standards Rule

May 2016 update

Child & Adult Nutrition Services



south dakota
DEPARTMENT OF EDUCATION
Learning. Leadership. Service.

Hiring/Annual Training Handout

Can be found here: <https://doe.sd.gov/cans/documents/SD-ProStandards.pdf>



Professional Standards for School Nutrition Program Employees

USDA has established minimum professional standards requirements for school nutrition professionals who manage and operate the National School Lunch and School Breakfast Programs. The standards aim to institute minimum education standards for new state and local school nutrition directors as well as annual training standards for all school nutrition professionals.

Key Learning Areas:

All training will fit into one of these categories:

- Nutrition
- Operations
- Administration
- Communications & Marketing
- Additional topics if required by Secretary of USDA

Required Training for School Nutrition Program Employees (All Local Educational Agencies)

Directors

- School year 2015-16 ONLY: at least 8 hours of annual continuing education/training
- Beginning school year 2016-17: at least 12 hours of annual continuing education/training
This required continuing education/training is in addition to the food safety training required in the first year of employment.

Managers

- School year 2015-16 ONLY: at least 6 hours of annual continuing education/training
- Beginning school year 2016-17: at least 10 hours of annual continuing education/training

Can be found here: <http://doe.sd.gov/cans/documents/SDTrain17.xlsx>

[illegible]

Civil Rights Training

Can be found here: <https://doe.sd.gov/cans/documents/1215-CRtr.pdf>

Civil Rights Training Child Nutrition programs

Presented by Child & Adult Nutrition Services
SD Department of Education

Based on presentation by the Civil Rights Division,
USDA Food and Nutrition Service in June 2015, and
November 2015 instructions/policies.



Administrative Review Cover

Administrative Review Manual

Can be found here: <http://www.doe.sd.gov/cans/documents/18-ARmanual.pdf>

Administrative Review List

Can be found here: <https://doe.sd.gov/cans/documents/19-Review.pdf>

Administrative Review Manual

Can be found here: <http://www.doe.sd.gov/cans/documents/18-ARmanual.pdf>

Administrative Review Manual

*For monitoring of program requirements under the
National School Lunch Program, School Breakfast Program,
and other Federal school nutrition programs*



Administrative Review List

- a. Can be found here: <https://doe.sd.gov/cans/documents/19-Review.pdf>

Administrative Reviews

This list is TENTATIVE

The SFAs listed below should receive an
SNP Administrative Review during the
School Year indicated.



On-Site Review Worksheet Assessment of the School Meal Count System SNP 228-1

Can be found here: currently being updated and replacing memo 52.1



800 Governors Drive
Pierre, SD 57501-2235
T 605.773.3413
F 605.773.6846
www.doe.sd.gov

To: Authorized Representatives Child Nutrition Programs
From: Child and Adult Nutrition Services
Date: May 10, 2018
Subject: On-Site Review Worksheet Assessment of the School Meal Count System
Memo Number: SNP 228-1

This numbered memo supersedes the previous memo #52.1. All Child & Adult Nutrition Services memos are available on the Child & Adult Nutrition Services website.

Every school year, each School Food Authority (SFA) with more than one school must perform no less than one on-site review of the meal counting and claiming system and some general areas identified under 7 CFR 210.18(h) in each school operating the National School Lunch Program (NSLP) and half of the schools operating the School Breakfast Program (SBP).

Procurement Cover

Procurement Code of Conduct

Can be found here: doe.sd.gov/cans/documents/ProcPlnExmpl.docx

Procurement Terms

Can be found here: <https://doe.sd.gov/cans/documents/ProcuremT.docx>

Procurement Code of Conduct

Can be found here: doe.sd.gov/cans/documents/ProcPlnExmpl.docx

A Procurement Plan for School Food Authorities

This document is a sample and is not intended to be all inclusive. The School Food Authority is ultimately responsible to ensure that the plan complies with all Federal Regulations, State Procurement Code and Regulations and local procurement policies.

Name of School Food Authority

PROCUREMENT PLAN CHILD NUTRITION PROGRAM

This procurement plan contained on the following pages _____ through _____ will be implemented on _____ from that date forward until amended. All procurements must adhere to free and open competition. Source documentation must be available to determine open competition, the reasonableness, the allowability and the allocation of costs.

Chairman, Board of Education

Date

Superintendent of Schools

Date

(Rev. 07-01-14)

Procurement Terms

Can be found here: <https://doe.sd.gov/cans/documents/ProcuremT.docx>

Procurement Terms in Plain English

| Government Term | English 'Translation' | More Information |
|--------------------------|-----------------------------------|---|
| Acquisition | Purchase or Buy | This is just a fancy term for when you actually make the purchase or buy something. |
| Advantageous | Helpful | Advantageous in this case just means that it is profitable (or beneficial) for your agency. |
| Affirmative Action Steps | --- | Affirmative Action steps are management tools designed to make sure that all parties have an equal chance. |
| Aggregate | Total | Aggregate means the total amount spent at one time or the total dollar amount of a contract. |
| Arbitrary | Not reasonable or not responsible | This is really just getting at the issue that the items in the contract must be reasonable and logical. A person with common sense would spend his or her <u>own money</u> on the items. Arbitrary might also mean uninformed. You don't make an "arbitrary" decision about what should be included in the contract. You would group like things together. For example, you would not arbitrarily decide to put toys on the same contract as supplies and food stuff for the kitchen. |
| Bidder | Interested Company or Business | A bidder is a company or business in your area (or that serves your area) that might be interested in providing the items that you need. |

Nonprogram Foods Cover

Nonprogram Food Decision Tree

Can be found here: <https://doe.sd.gov/cans/documents/19-Nonprogram-Tree.xlsx>

Nonprogram Food Revenue Tool

Can be found here: <http://doe.sd.gov/cans/documents/NonproRev.xls>

Nonprogram Food Decision Tree

Can be found here: <https://doe.sd.gov/cans/documents/19-Nonprogram-Tree.xlsx>

Nonprogram Foods Decision Tree

WHAT KIND OF NONPROGRAM FOODS AND/OR BEVERAGES DO YOU HAVE? Please check "yes" for all Nonprogram Foods offered in your School Nutrition Program. Responses to these questions will determine if you must complete the Nonprogram Food Revenue Tool.

Nonprogram foods are foods that are paid for using your reimbursement dollars (this is also known as your restricted Nonprofit School Food Service Account). Foods that are purchased by another department or student group are not included as a nonprogram food.

Please select YES or NO for each item below:

1. Adult Meals: meals that are sold or given to teachers, parents, visitors, etc.

SELECT VALUE

a) My adult meal price meets the adult meal price requirement

SELECT VALUE

2. Second Milks: milk sold to students who bring a lunch from home, second milks in the line

SELECT VALUE

a) I charge more than I pay for second milks

SELECT VALUE

Nonprogram Food Revenue Tool

Can be found here: <http://doe.sd.gov/cans/documents/NonproRev.xls>



| | | |
|---|------|--|
| Nonprogram Revenue Calculator | | |
| Enter the cost for reimbursable meal, cost of nonprogram food and total revenue | | |
| <u>Cost for Reimbursable Meal Food</u> | | |
| <u>Cost of Nonprogram Food</u> | | |
| <u>Total Food Costs</u> | \$ - | |
| <u>Total Nonprogram Food Revenue</u> | | |
| <u>Total Revenue</u> | | |
| | | |
| | | |
| Minimum portion of revenue from nonprogram funds | 0% | |
| | | |
| Minimum Revenue Required from the Sale of Nonprogram Foods | \$ - | |
| | | |
| Additional Revenue Needed to Comply | \$ - | |

Unpaid Meal Charges Cover

Local Meal Charge Policy Considerations for all SFAs

Can be found here: <http://doe.sd.gov/cans/documents/UP-Checklist.pdf>

Local Meal Charge Policy Communication Requirements

Can be found here: <http://doe.sd.gov/cans/documents/Comm-Checklist.pdf>

Alternate Meal Policy Considerations

Can be found here: <http://doe.sd.gov/cans/documents/AltMealPolicy.pdf>

Topics for Delinquent/Bad Debt Policies

Can be found here: <http://doe.sd.gov/cans/documents/DebtPolicies-16.pdf>

Example

Can be found here: <http://doe.sd.gov/cans/documents/UP-ChargesPolicy-%20Example.pdf>

Link to Unpaid Meal Charges USDA FNS website:

Can be found here: <https://www.fns.usda.gov/school-meals/unpaid-meal-charges>

Local Meal Charge Policy Considerations for All SFAs

Can be found here: <http://doe.sd.gov/cans/documents/UP-Checklist.pdf>

| Local Meal Charge Policy Considerations for All SFAs | | |
|--|--|--|
| <p><i>As provided in SP 46-2016, no later than July 1, 2017, all SFAs operating the Federal school meal programs are required to have a written meal charge policy. An SFA may have a consistent policy for all students in the school district or choose to apply the policy differently based on student grade level.</i></p> <p><i>For each entity or grade level that has a different policy, FNS encourages SFAs to explain in the policy:</i></p> | | |
| <p>1. Are students unable to pay for their meal at the time of the meal service allowed to charge a meal?</p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> | <p><i>If yes, which meals may be charged?</i></p> <p><input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Afterschool Snacks</p> |
| <p>2. If students are allowed to charge a meal, is there a limit to the number of charges or dollar limit allowed before requiring payment of the debt?</p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> | <p><i>If yes, what is the number or dollar amount for the charge limit(s)?</i></p> <p>_____</p> |
| <p>3. If students are allowed to a charge meal, will they receive reimbursable or alternate meals?</p> | <p><input type="checkbox"/> Reimbursable <input type="checkbox"/> Alternate <input type="checkbox"/> N/A</p> | <p><i>If students will receive an alternate meal, what will the meal contain? (Include all meals that apply.)</i></p> <ul style="list-style-type: none"> • <i>Breakfast:</i> _____ • <i>Lunch:</i> _____ • <i>Afterschool Snacks:</i> _____ |
| <p>4. If students are allowed to charge a meal, will they have limitations on the foods they may select for a reimbursable meal?</p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> | <p><i>If yes, what are the limitations?</i></p> <p>_____ _____ _____</p> |

Local Meal Charge Policy Communication Requirements

Can be found here: <http://doe.sd.gov/cans/documents/Comm-Checklist.pdf>

| Local Meal Charge Policy Communication Requirements for All SFAs | | |
|---|---|---|
| <p><i>As provided in SP 46-2016, no later than July 1, 2017, all SFAs operating the Federal school meal programs are required to have in place a written meal charge policy, and to communicate that policy to families and school and/or district-level staff members, as appropriate.</i></p> <p><i>On an annual basis, SFAs must ensure the policy is communicated as required, and may use the following questions as a guide:</i></p> | | |
| 1. Have all families received a written copy of the meal charge policy? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <i>Describe how the policy is communicated:</i> <hr/> <hr/> |
| 2. Have all families of transfer students received a written copy of the meal charge policy? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <i>Describe how the policy is communicated:</i> <hr/> <hr/> |
| 3. Have all school and/or district-level staff members responsible for policy enforcement received a written copy of the meal charge policy? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <i>Describe how the policy is communicated to staff members (i.e., during annual training) and which staff members are included:</i> <hr/> <hr/> <hr/> |
| 4. Is there a system in place to notify families of the meal charge policy when sending the initial notification of delinquent debt? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <i>Describe how families are reminded of the policy when the notification is sent:</i> <hr/> <hr/> <hr/> |
| 5. Do schools share information about the policy in other communications with families? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <i>Explain any other ways families are informed of the policy (i.e., student handbooks and/or in online portals households use to access student accounts):</i> <hr/> <hr/> <hr/> |

Alternate Meal Policy Considerations

Can be found here: <http://doe.sd.gov/cans/documents/AltMealPolicy.pdf>

| Alternate Meal Policy Considerations for SFAs Opting to Provide Alternate Meals | | |
|--|--|--|
| <p><i>SFAs are <u>not</u> required to provide alternate meals to children with unpaid meal charges. As provided in SP 46-2016, SFAs <u>opting</u> to provide alternate meals should include information about alternate meals in their local meal charge policy.</i></p> <p><i>For each entity or grade level that has a different alternate meal policy, FNS encourages SFAs to explain in the policy:</i></p> | | |
| 1. Which meal service(s) offer alternate meals? | <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Afterschool Snacks | |
| 2. How long will alternate meals be provided? | Duration of the provision of alternate meals: _____ | |
| 3. Are students required to pay for alternate meals? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <p><i>If students must pay for the alternate, what is the cost? (Include all meals that apply.)</i></p> <ul style="list-style-type: none"> • Breakfast: \$ _____ • Lunch: \$ _____ • Afterschool Snacks: \$ _____ |
| 4. When are alternate meals offered? | <p><i>Explain when meals are provided (i.e., immediately in lieu of charging, or after a child's negative balance dips to a certain level):</i></p> <p>_____</p> <p>_____</p> <p>_____</p> | |
| 5. How are alternate meals presented? | <p><i>Explain how alternate meals are presented (i.e., a sack lunch or a low-cost reimbursable entrée regularly included on the menu):</i></p> <p>_____</p> <p>_____</p> <p>_____</p> | |

Topics for Delinquent/Bad Debt Policies

Can be found here: <http://doe.sd.gov/cans/documents/DebtPolicies-16.pdf>

| Recommended Topics for Delinquent/Bad Debt Policies for SFAs | | |
|---|--|---|
| <p><i>As provided in SP 46-2016, no later than July 1, 2017, all SFAs operating the Federal school meal programs are required to have in place a written meal charge policy. Within that required policy, FNS recommends SFAs explain the collection methods the SFA will use and the conditions under which each will be initiated.</i></p> <p><i>Specific topics recommended by FNS include the following:</i></p> | | |
| 1. How many days will a household's debt be delinquent before the SFA requests payment? | <p><i>Number of Days:</i> _____</p> | |
| 2. What procedures are in place for determining if children with delinquent meal charges are eligible for free or reduced price meal benefits? | <p><i>Provide examples (i.e., encouraging the child's household to submit an application):</i></p> <p>_____</p> <p>_____</p> | |
| 3. How will households be notified of unpaid meal charges, expected payment dates, and collection efforts? | <p><i>Describe household notification strategies:</i></p> <p>_____</p> <p>_____</p> | |
| 4. How will repayment plans, with payment levels and due dates appropriate to a household's particular circumstances, be established? | <p><i>Describe establishment of repayment plans, including any key considerations (i.e., a job loss in the household):</i></p> <p>_____</p> <p>_____</p> | |
| 5. Will children with a small number of charges, in terms of dollars, be permitted to accumulate a larger debt before the SFA pursues recovery? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <p><i>If so, what is the threshold?</i></p> <p>_____</p> <p>_____</p> |

Example

Can be found here: <http://doe.sd.gov/cans/documents/UP-ChargesPolicy-%20Example.pdf>



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Date Issued _____

Effective Date _____

Example School District Meal Charge Policy

Instructions for Prototype School District Meal Charge Policy:

This prototype is designed to give you an example to meet minimum unpaid meal charge requirements. This example policy does not cover the entirety of possible unpaid meal charge policies. Please reference the USDA's *Overcoming the Unpaid Meal Challenge* guidebook for a more comprehensive guidance tool. The **text in red** includes some common practices that may occur in some schools.

I. Federal Requirement

The purpose of this policy is to address the need for school food authorities (SFAs) participating in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) to institute and clearly communicate a meal charge policy, which would include, if applicable, the availability of alternate meals. Because all students in participating schools may receive reimbursable school meals, all SFAs must have a policy in place for children who are participating at the reduced price or paid rate, but either do not have money in their account or in hand to cover the cost of the meal at the time of service. Such a policy ensures that school food service professionals, school administrators, families, and students have a shared understanding of expectations in these situations.

This requirement is referred to a "policy," but whether this is referred to as a "policy" or "standard practice" is at the discretion of the SFA. Regardless of terminology is used, the policy or standard practice must consist of a written document explaining how the SFA will handle situations where children eligible to receive reduced price or paid meals do not have money in their account or in hand to cover the cost of their meal at the time of service. The policy or standard practice must be implemented throughout the SFA.

You can find more information about this US Department of Agriculture (USDA) Food and Nutrition Service (FNS) requirement at: <https://www.fns.usda.gov/school-meals/unpaid-meal-charges>.

Key Memos Cover

On-site Monitoring

Can be found here: <http://doe.sd.gov/cans/memos.aspx>

Nonprogram Food Revenue Requirements

Can be found here: <http://doe.sd.gov/cans/documents/S20-16-Memo.pdf>

Unpaid Meal Charges Guidance And Q/A

Can be found here: <http://doe.sd.gov/cans/documents/SP23-2017-UPMeals.pdf>

Unpaid Clarification

Can be found here: <http://doe.sd.gov/cans/documents/SP47-2016-UPM.pdf>

Other memos can be found: <http://doe.sd.gov/cans/memos.aspx>

On-Site Monitoring Cover

Can be found here: <http://doe.sd.gov/cans/memos.aspx>



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January 2007

SUBJECT: On-Site Review Worksheet
Assessment of the School Meal Count System

NSLP – 52.1

TO: Authorized Representatives
National School Lunch Programs

FROM: Child and Adult Nutrition Services

This information should be shared with school food service staff and the original should be placed in the numbered memo notebook from Child and Adult Nutrition Services. The memo is also available on the Child & Adult Nutrition Services website.

On-site reviews: Every school year, each school food authority with more than one school shall perform no less than one on-site review of the lunch counting and claiming system employed by each school under its jurisdiction. The on-site review shall take place prior to February 1st of each school year. Further, if the review discloses problems with a school's meal counting or claiming procedures, the school food authority shall: ensure the school implements corrective action; and, within 45 days of the review, conducts a follow-up on-site review to determine that the corrective action resolved the problems. Each on-site review shall ensure that the school's claim is based on the counting system authorized by the state agency under section 7CFR 210.7 (c) and that the counting system, as implemented, yields the actual number of reimbursable free, reduced price, and paid lunches, respectively, served for each day of operation. [7CFR 210.8 (a)(1)].

Nonprogram Food Revenue Requirements

Can be found here:

<http://doe.sd.gov/cans/documents/S20-16-Memo.pdf>



Food and
Nutrition
Service

Park Office
Center

3101 Park
Center Drive
Alexandria
VA 22302

DATE: December 23, 2015

MEMO CODE: SP 20 – 2016

SUBJECT: Nonprofit School Food Service Account
Nonprogram Food Revenue Requirements

TO: Regional Directors
Special Nutrition Programs
All Regions

State Directors
Child Nutrition Programs
All States

Section 206 of the Healthy, Hunger-Free Kids Act of 2010 (HHFKA) amended section 12 of the Richard B. Russell National School Lunch Act by adding paragraph (q) on nonprogram foods. This amendment established requirements related to the revenue from the sale of nonprogram foods. On June 17, 2011, the Food and Nutrition Service (FNS) issued an interim rule, *National School Lunch Program: School Food Service Account Revenue Amendments Related to the Healthy, Hunger-Free Kids Act of 2010* (76 FR 35301), amending the requirements related to revenue from nonprogram foods at 7 CFR 210.14(f). FNS also issued guidance related to implementation of section 206 in policy memorandums SP 13-2014 (<http://www.fns.usda.gov/sites/default/files/SP13-2014os.pdf>) and SP 39-2011 (<http://www.fns.usda.gov/sites/default/files/SP39-2011r.pdf>).

State agencies and school food authorities (SFAs) continue to pose questions regarding implementation of these requirements and the interaction with the existing revenue requirements found in 7 CFR 210.14(a). This memorandum provides guidance on the revenue requirements including options for assessing compliance to fulfill the requirements in section 206.

Nonprogram Revenue Requirements

Under subsection 12(q) of the Richard B. Russell National School Lunch Act and 7 CFR 210.14(f), SFAs are required to ensure:

- All revenue from the sale of nonprogram foods accrues to the non-profit school food service account; and
- Revenue available to support the production of reimbursable school meals does not subsidize the sale of nonprogram foods.

Unpaid Meal Charges: Guidance and Q&A

Can be found here: <http://doe.sd.gov/cans/documents/SP23-2017-UPMeals.pdf>



Food and
Nutrition
Service

DATE: March 23, 2017

Park Office
Center

MEMO CODE: SP 23-2017

3101 Park
Center Drive
Alexandria
VA 22302

SUBJECT: Unpaid Meal Charges: Guidance and Q&A

TO: Regional Directors
Special Nutrition Programs
All Regions

State Directors
Child Nutrition Programs
All States

This Question and Answer (Q&A) memorandum is designed to provide an overview of policies related to unpaid meal charges in the National School Lunch Program (NSLP) and the School Breakfast Program (SBP) and to address common questions the Food and Nutrition Service (FNS) of the United States Department of Agriculture (USDA) has received from State agencies, school food authorities (SFAs), and local Program operators.

The attached questions have been grouped under five headings: Meal Charge Policies, Student Eligibility for Free or Reduced Price Meals, Payment Options and Payment Reminders, Alternate Meals, and Debt Collections.

This updated version includes one new question (Question 13) and four revised questions (Questions 11, 19, 20, and 21). These questions were added or revised to address clarifications requested by stakeholders and are marked as *[New/Revised]* within the attachment. FNS will revise this Q&A as needed to address other questions as they arise. The attached Q&A supersedes SP 57-2016: *Unpaid Meal Charges: Guidance and Q&A*, September 16, 2016.

Additional Policy Guidance and Resources

This Q&A supplements other FNS policy memoranda related to unpaid meal charges, which include the following:

- SP 46-2016: *Unpaid Meal Charges: Local Meal Charge Policies*, July 8, 2016, <http://www.fns.usda.gov/unpaid-meal-charges-local-meal-charge-policies>
- SP 47-2016: *Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payments*, July 8, 2016, <http://www.fns.usda.gov/unpaid-meal-charges-clarification-collection-delinquent-meal-payments>

Unpaid Meal Charges: clarification

Can be found here: <http://doe.sd.gov/cans/documents/SP47-2016-UPM.pdf>



United States Department of Agriculture

Food and
Nutrition
Service

DATE: July 8, 2016

Park Office
Center

MEMO CODE: SP 47-2016

3101 Park
Center Drive
Alexandria
VA 22302

SUBJECT: Unpaid Meal Charges: Clarification on Collection of
Delinquent Meal Payments

TO: Regional Directors
Child Nutrition Programs
All Regions

State Directors
Child Nutrition Programs
All States

The Food and Nutrition Service (FNS) recognizes that meal charge policies and delinquent accounts are important issues for school food authorities (SFAs), schools, students, and their families. It is very difficult for school food service professionals to see a hungry child in the cafeteria without the funds needed to pay for a meal. Further, unpaid meal charges can create challenges for schools because they rely on student payments, in addition to Federal reimbursements, to provide healthy, appealing, and affordable meals to all students.

There has been confusion about how unpaid meal charges must be handled when all collection efforts have been exhausted. To help address these situations, this memorandum clarifies the processes of designating delinquent debt that has been determined to be uncollectable as bad debt and obtaining assistance to offset bad debt losses. Additionally, this memorandum clarifies how Federal Government regulations and the U.S. Department of Agriculture (USDA) definition of "bad debt" apply to the nonprofit school food service account (NSFSA) when unpaid meal charges are not collected.

Delinquent Debt

Unpaid meal charges, like any other money owed to the NSFSA, are considered "delinquent debt" when payment is overdue, as defined by State or local policies. The debt is classified as delinquent as long as it is considered collectable and efforts are being made to collect it. A debt owed to the NSFSA (i.e., an account receivable) is an asset. As such, the debt remains on the accounting documents until it is either collected or is determined to be uncollectable and written off.

Unpaid meal charges may be carried over at the end of the school year (i.e., beyond June 30) as a delinquent debt and collection efforts may continue into the new school

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